Ariba Light Accounts is a free method of transacting with Wiley utilizing the Ariba Network

You should have received a Purchase Order from Wiley via email asking you to process the order. By selecting Process Order, you will be prompted to create an Ariba Light Account.

You can either Log In to an existing Ariba account, or Sign Up and create a new Light Account.
If creating a new Light Account, certain information will be auto populated based on information previously submitted to Wiley, this includes company address and general information. You will need to create your sign-in and password for the account.

When completed, you will be prompted to Create Invoice (a unique invoice number each time an invoice is created). The invoice should be created and submitted once the services are completed. A Standard Invoice should be created.
The Invoice # (please note that Wiley does not allow invoices with special characters, eg. &, %, -, spaces, etc.) Invoice Date, Supplier Tax ID, Supplier VAT ID (where applicable – if there is no VAT ID, then a general Tax ID should be used for EMEA suppliers) need to be entered.

An invoice attachment is required for all invoices created and submitted. This requirement helps to verify that the goods or services were rendered correctly (copy of a system generated invoice, timesheets, etc.), and that the electronic invoice matches the backup provided.
The line item amounts can be charged back fully or incrementally if needed, enter the Net or Base value of the goods or services provided in **Subtotal**. If a line needs to be excluded from billing, then the line can be selected and deleted for that invoice.

Select the Tax Category for applicable tax and Add to Included Lines, entering the Tax Rate/Amount. For EMEA suppliers, the tax should be added at the **Line Level** only.

![Image of Ariba Light Account Guide interface](image)

**Tax**
- [ ] Header level tax
- [ ] Line level tax
The VAT rate % should be entered for the line item amount and will calculate. If the item is Vat Exempt, then a zero % rate should be added and an Exempt Detail item selected from the drop down and noting “Zero Rated” or Exempt in the Description field.

Clicking Next to take you to the invoice review page.

Submit to send the invoice through the Ariba network.

To create further invoices (if you no longer have the original new order email) find the Purchase Order from your Home page in your Ariba Network light account and Select and Send me a copy to take action
This generates a new email for you to Process order and generate further invoices.