



TECHNOLOGY OPERATIONS

TRANSFORM FOR GROWTH

ARIBA : LIGHT ACCOUNT

Instructor's Presentation for Suppliers

September, 2017

Agenda

- Thomson Reuters uses...Ariba
- At a Glance – Light Enabled and Light Account
- Next Steps
 - Registration & Access
 - Submission of Light Account PO Invoice
- Display of Invoice Status
- Appendix
 - Types of Ariba Accounts
 - Key Benefits and New Features
 - Multiple User Accounts
- Supplier Help Resources & Getting Help

Thomson Reuters uses ..Ariba

Thomson Reuters uses...Ariba

Thomson Reuters uses Ariba to transact with our suppliers

Thomson Reuters uses **Ariba**, a third-party electronic transaction processing tool :

1. To issue and manage Purchase Orders (POs), invoices, and supplier on-boarding.
Note : Suppliers transacting with Thomson Reuters are required to comply with our Ariba processes.
2. We accept both the **no-fee Light Enablement** and the **fee-based Full Enablement** Ariba options.
3. Suppliers electing to **use the Full Enablement** alternative will be required to absorb any associated **Ariba charges**

Ariba LIGHT Account- GO Live Date

Go Live



Ariba LIGHT Account – 30th September 2017

1. Addition of 20 new e-invoicing countries
2. Transition from Light Enabled to Light Account (Existing Suppliers)

At a Glance...

Light Enabled & Light Account

Light Enabled and Light Account

LIGHT ENABLED

- i. **DO NOT** incur Ariba charges /fees
- ii. Can only process and invoice from the Purchase Order email notification
- iii. Requires One Time Password (OTP) to submit invoices
- iv. No registration for Purchase Order transactions
- v. Lost the Purchase Order email? Need to request for a copy
- vi. **CANNOT** raise Credit Notes
- vii. No visibility of Purchase Order history and invoice acceptance or payments
- viii. NO supplier portal visibility

LIGHT ACCOUNT

- i. **DO NOT** incur Ariba charges /fees
- ii. Can only process and invoice from the Purchase Order email notification
- iii. **NO LONGER** requires One Time Password to submit invoices
- iv. **REGISTER** for Purchase Order and invoicing
- v. Lost the Purchase Order email? **SEND YOURSELF A COPY FROM THE PORTAL**
- vi. **CAN** raise Credit Notes
- vii. Visibility of Purchase Order history and invoice acceptance or payments from the Ariba Light Account Portal
- viii. Multiple users can access the Portal

Light Enabled and Light Account

LIGHT ENABLED

Purchase Order Email Notification

From: "Thomson Reuters - TEST" [mailto:ordersender-prod@ansmp.riba.com]
Sent: Wednesday, January 18, 2017 9:35 AM
To: Thompson, Mark J (TR Technology & Ops)
Subject: Action Required: Thomson Reuters - TEST sent a new Purchase Order 7000012759 to UAT MT THIRTEEN LTD-LE x-TEST

SAP Ariba

Dear UAT MT THIRTEEN LTD-LE x-TEST,
Your customer Thomson Reuters - TEST sent you a purchase order through Ariba Network. You can start processing this purchase order now by clicking the buttons in this email without creating an Account.
If you have an existing Ariba account, [click here](#) to process this purchase order on the Ariba Network.
Sincerely,
The Ariba Network Team
<http://www.ariba.com>

Message from Buyer

Thomson Reuters now uses the Ariba Network to send Purchase Orders to suppliers and, where eInvoicing is required, have suppliers submit their Purchase Order related invoices.

Please retain this Purchase Order eMail.

To submit your invoice(s):
a) If there is a **[Create Invoice]** button shown on the Purchase Order below, click on it to create and submit your eInvoice.

b) If there is NO **[Create Invoice]** button displayed, please send your invoice to the [Bill To:] address shown on the Purchase Order.

Please be aware, if you use the [Click here] link above, to consolidate to an existing Ariba Network account, or, if you register with Ariba as a new supplier - you will be subject to [Ariba fees and charges](#).

To avoid these charges follow the steps outlined above to submit your invoices.



Thomson Reuters - TEST
A Thomson Reuters company
., NY 10036
United States

[Confirm Order](#)

[Create Invoice](#)

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

From:
REUTERS LIMITED UK (3408)
scanning_emea@thomsonreuters.com
ATTN ACCOUNTS PAYABLE
PO BOX 55744
LONDON
TOWER HAMLETS
E14 1DD
United Kingdom
Phone: +44 (0207) 5426435

To:
UAT MT THIRTEEN LTD-LE x-TEST
TOWER BRIDGE HOUSE
LONDON
Amount: £52.00 GBP
Version: 1
E1W 1BA
United Kingdom
Phone: +44 (0207) 5070001
Fax:
Email: mt@tr.com

Payment Terms
NET 50

Comments

Comment Type: Terms and Conditions
Body:<http://tmsnr.rs/29R8CG0>

LIGHT ACCOUNT

Purchase Order Email Notification

Message | 7000046748.htm (20 KB)

From: "Thomson Reuters - TEST" [mailto:ordersender-prod@ansmp.riba.com]
Sent: Tuesday, August 01, 2017 10:24 AM
To: Thompson, Mark J (TR Technology & Ops)
Subject: Thomson Reuters - TEST sent a new Purchase Order 7000046748

SAP Ariba

Thomson Reuters - 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](#).



[Process order](#)

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

From:
REUTERS LIMITED UK (3408)
scanning_emea@thomsonreuters.com
ATTN ACCOUNTS PAYABLE
PO BOX 55744
LONDON
TOWER HAMLETS

To:
DTCC EUROPE LTD-UAT-TEST
BROADGATE WEST ONE SNOWDEN ST
FL 7
LONDON
LO
EC2A 2DQ
United Kingdom

Purchase Order
(New)
7000046748
Amount: £200.00 GBP
Version: 1

Next Steps

Registration & Access

Light Account

Click **Process Order** > Ariba Network

Thomson Reuters - 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](#).



THOMSON REUTERS

Process order

Ariba Network



Help Center

Join your customer on Ariba Network!

Sign up

Already have an account? [Log in](#)



Strengthen relationships

Collaborate with your customer on the same secure network.



Connect faster

Exchange documents electronically and streamline communications.



Reach more customers worldwide

Sign up with Ariba Discovery and increase sales leads.

Ariba Network light account is **Free**

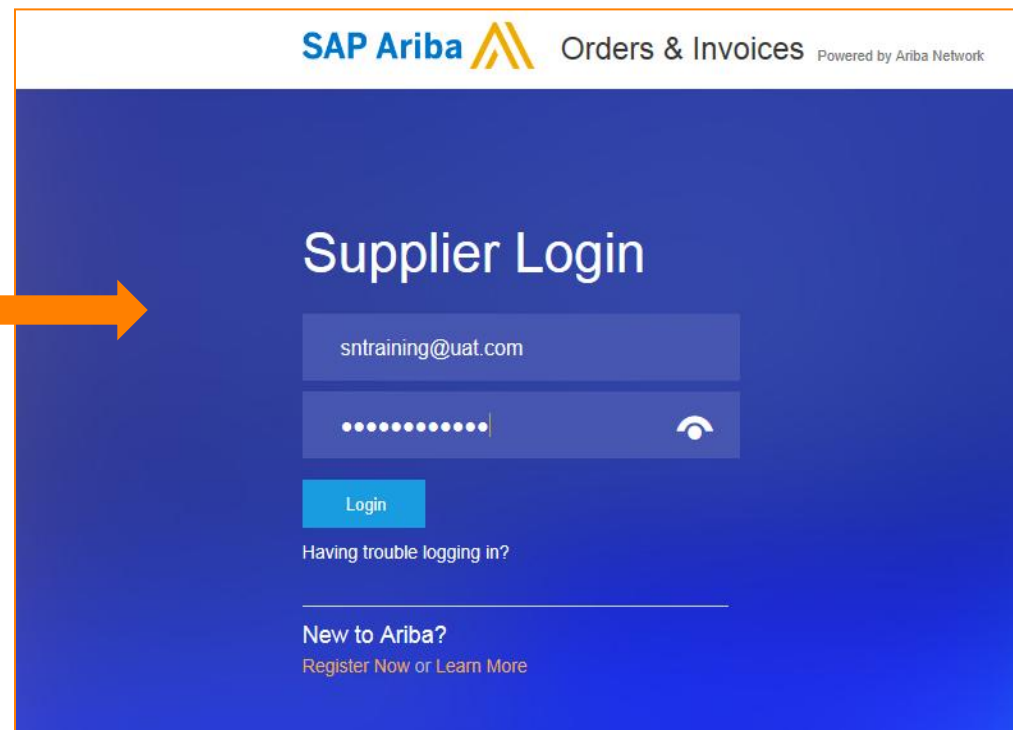
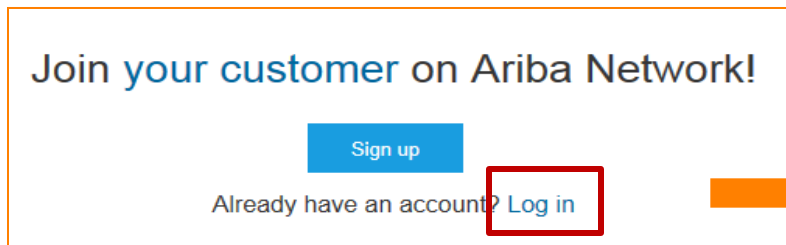
[Learn more](#)

Light Account

If the supplier **ALREADY** has an account with Ariba :

- Registered independently
- Or, received a SIM supplier registration invitation from Thomson Reuters earlier

Click **Log In** > Supplier **Login** Page



Light Account

If the supplier **DOES NOT** have an account with Ariba :

Click **Sign up** > Register

Join your customer on Ariba Network!

Sign up

Already have an account? [Log in](#)

Ariba Network Help Center >>

Register Register Cancel

Company information

* Indicates a required field

Company Name*

Country* ▼ If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Address*

Line 2

Line 3

Line 4

City*

State

Postal Code*

User account information

* Indicates a required field

First Name*

Last Name*

[Ariba Privacy Statement](#)

Ariba Network light account is Free

Already have an account? [Login](#)

- Strengthen relationships**
Collaborate with your customer on the same secure network.
- Connect faster**
Exchange documents electronically and streamline communications.
- Reach more customers worldwide**

Light Account

Complete the following on the Registration Page :

1. Review **Company Information**
2. Enter **User Account Information**
3. Accept **Terms and Privacy Statement**
4. Click **Register**

Ariba Network

Register

Company information

1

Company Name* BOBS BOOKS LTD-TEST

Country* United Kingdom [GBR]

Address* 123 LOWER ROAD OFF MAIN STREET

Line 2

Line 3

Line 4

City* MARLOW

State

Postal Code* ML53 5TT

User account information

Ariba Network light account is Free

Already have an account? Login

Strengthen relationships

Collaborate with your customer on the same secure network.

Connect faster

Exchange documents electronically and streamline communications.

Reach more customers worldwide

* Indicates a required field

Ariba Privacy Statement

User account information

2

Name* sumathi nathan

Email* sumathi.nathan@thomsonreuters.com

Use my email as my username

Username* dtcc@uat.com

Password*

Language: English

Email orders to* sumathi.nathan@thomsonreuters.com

Ariba Privacy Statement

* Indicates a required field

Must be in email format(e.g john@newco.com)

Must contain a minimum 8 characters including letters and numbers.

The language used when Ariba sends you configurable notifications. This is different than your web b...

Customers may send you orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Register button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

I have read and agree to the Terms of Use and the Ariba Privacy Statement

3

Ariba Network

Register

4

Register

Cancel

Company information

Company Name* BOBS BOOKS LTD-TEST

Country* United Kingdom [GBR]

Ariba Network light account is Free

Already have an account? Login

* Indicates a required field

Light Account

On completion of registration, Supplier will be connected to the Ariba Light Account Portal

The screenshot displays the Ariba Network Light Account Portal interface. At the top, the header includes the Ariba Network logo, a 'Test Mode' indicator, an 'Upgrade from light account' button with a 'Learn More' link, and user information for 'sumathi nathan'. Navigation tabs for 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', and 'REPORTS' are visible. A 'CSV Documents' dropdown and a 'Create' button are also present. The main content area features a 'Purchase Order by Amount' line chart for 'Thomson Reuters - TEST' over the last 12 months, showing a sharp increase in August 2017. Below the chart, there are sections for 'Orders, Invoices and Payments' with summary statistics (1 New Purchase Orders, 1 Order to Confirm, 1 Order to Ship, 0 Orders that Need Attention, 0 Pinned Documents) and a table listing a purchase order for Thomson Reuters - TEST. A 'Now we're mobile' section promotes the Ariba Network mobile app. On the right, a 'Help Center' sidebar provides a search bar and a list of frequently asked questions.

Ariba Network Test Mode Upgrade from light account [Learn More](#) Company Settings sumathi nathan Help Center

[HOME](#) [INBOX](#) [OUTBOX](#) [CATALOGS](#) [REPORTS](#) CSV Documents Create

Purchase Order by Amount Last 12 months

Month	Amount
Sep 2016	\$0
Oct 2016	\$0
Nov 2016	\$0
Dec 2016	\$0
Jan 2017	\$0
Feb 2017	\$0
Mar 2017	\$0
Apr 2017	\$0
May 2017	\$0
Jun 2017	\$0
Jul 2017	\$0
Aug 2017	\$5

Thomson Reuters - TEST

Orders, Invoices and Payments All Customers Last 14 days

1 New Purchase Orders | 1 Orders to Confirm | 1 Orders to Ship | 0 Orders that Need Attention | 0 Pinned Documents | [More...](#)

Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action
7000046826	Thomson Reuters - TEST	New	300.00 INR	9 Aug 2017	0.00 INR	Select

Now we're mobile. Check it out. [Download on the App Store](#) [ANDROID APP ON Google play](#)

Tasks

Help Center

- How do I create documents against purchase orders from my customer?
- How to configure your user account information and company settings
- Register and send an order confirmation (4:10)
- How do I invoice a purchase order if I lose the email notification?
- Add a new user (3:12)
- When do I need to contact the account administrator for my company?
- How do I correct errors for the Bank Account field when creating an invoice?
- Invoices (3:10)
- What browser versions are certified for SAP Ariba cloud solutions?
- Send a PO-based invoice (4:35)
- DUNS numbers: Here's what you need to know

[View more](#) [Documentation](#) [Support](#)

Light Account



Remember!

Ariba LIGHT Account is **NOT** the same as Ariba FULLY Enabled Account!

•Ariba LIGHT Account

- i. An account with **NO** fee
- ii. Limited supplier portal functionality available (Display /Confirm Purchase Orders, Submit invoices & Receive Invoice Payments/ Remittance Details)

•Ariba FULLY Enabled Account (Refer Appendix for details)

- i. A fee-based account that requires upgrade with **additional cost!**
- ii. Full supplier portal functionality such catalog support or manage larger document volumes through online access etc.

Submission of Light Account PO Invoice

Light Account - Invoice Submission

Step 1: Open the Light Purchase Order Email (ordersender-prod@ansmtp.ariba.com) that you wish to submit an invoice for payment.

Step 2: Click **Process Order** from the body of the email.

From: Thomson Reuters - TEST* [ordersender-prod@ansmtp.ariba.com]
To: Nathan, Sumathi (TR Technology & Ops)
Cc:
Subject: Thomson Reuters - TEST sent a new Purchase Order 7000046826

Sent: Wed 8/9/20

Message | 7000046826.htm (20 KB)



Thomson Reuters - 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](#).



THOMSON REUTERS

Process order

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

From:
REUTERS LIMITED UK (3408)
scanning.emea@thomsonreuters.com
ATTN ACCOUNTS PAYABLE
PO BOX 55744
LONDON
TOWER HAMLETS
E14 1DD
United Kingdom
Phone: +44 (0207) 5426435

To:
SUMATHI NATHAN TRAINING CO. LTD-TEST
INSIGHT DIRECT UK LTD
SHEFFIELD

S9 2BU
United Kingdom
Phone:
Fax:
Email: SUMATHI.NATHAN@THOMSONREUTERS.COM

Purchase Order
(New)
7000046826
Amount: 300.00 INR
Version: 1


Payment Terms
NET 50

Light Account - Invoice Submission

Step 3: The system displays the **Supplier Login Page** with the **Supplier Company Name**.

Enter the **User Name** and **Password**.

(Username and Password that supplier created when they registered for Ariba Light Account)

SAP Ariba  Orders & Invoices Powered by Ariba Network

Supplier Login

Your company SUMATHI NATHAN TRAINING CO. LTD-TEST is already registered.


If you don't have a user account, [request one now](#).

User Name

Password

Login

[Having trouble logging in?](#)

 THOMSON REUTERS®

Light Account - Invoice Submission

Step 4: The system will connect to the **Purchase Order Details** directly in the Ariba Light Account Portal


Step 5: Click **Create Invoice** button and Select **Standard Invoice**

Ariba Network Test Mode Upgrade from light account Learn More Company Settings Nancy Drew

Purchase Order: 7000046826 Done

Create Order Confirmation Create Ship Notice Print | Download PDF | Download CSV | Resend

Order Detail Order History Standard Invoice Line-Item Credit Memo

 **THOMSON REUTERS**

From:
REUTERS LIMITED UK (3408)
scanning.emea@thomsonreuters.com
ATTN ACCOUNTS PAYABLE
PO BOX 55744
LONDON
TOWER HAMLETS
E14 1DD
United Kingdom
Phone: +44 (0207) 5426435

To:
SUMATHI NATHAN TRAINING CO. LTD-TEST
INSIGHT DIRECT UK LTD
SHEFFIELD

S9 2BU
United Kingdom
Phone:
Fax:
Email: nancy.drew@uat.com

Purchase Order (New)
7000046826
Amount: 300.00 INR
Version: 1

Payment Terms i
NET 50 Routing Status: Sent

Comments
Comment Type: Terms and Conditions
Body: http://tmsnr.rs/29R8CG0

Other Information
CompanyCode: 3408
Purchasing Unit Name: Reuters Ltd

Light Account - Invoice Submission

Step 6: Complete the **INVOICE HEADER, TAX & LINE ITEM** sections. Fields indicated with asterisks (*) are mandatory.

Step 7 : Click the **Update** and **Next** button.

Ariba Network Upgrade from Light Account Learn More Company Settings Nancy Drew Help Center

Create Invoice Update Save Exit Next

Invoice Header * Indicates required field Add to Header

Summary

Purchase Order: 7000046826

Invoice #:

Invoice Date: * 31 Aug 2017

Supplier Tax ID:

Remit To: SUMATHI NATHAN TRAINING CO. LTD-TEST
SHEFFIELD
United Kingdom

Bill To: REUTERS LIMITED UK (3408)
LONDON
TOWER HAMLETS
United Kingdom

Subtotal: 100.00 INR
Total Tax: 0.00 INR
Total Amount without Tax: 100.00 INR
Amount Due: 100.00 INR

[View/Edit Addresses](#)

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	JC000777	WHITE Box Files		<input type="text" value="10"/>	EA	10.00 INR	100.00 INR

Line Item Actions Delete

Update Save Exit Next

Light Account - Invoice Submission

Step 8 : Click **Submit** button to submit the invoice.

Ariba Network Test Mode Upgrade from light account Learn More Company Settings Nancy Drew

Create Invoice Previous Save **Submit** Exit

Confirm and submit this document. It will be electronically signed according to the compliance map and your customer's invoice rules. This transaction qualifies as Domestic Trade. The document's originating country is: United Kingdom. The document's destination country is: United Kingdom.
If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice # : 201708120000ONE	Subtotal : 150.00 INR
Invoice Date : Saturday 12 Aug 2017 5:28 PM GMT+05:30	Total Tax : 30.00 INR £0.36 GBP
Original Purchase Order : 7000046826	Total Amount without Tax : 150.00 INR
	Amount Due : 180.00 INR
	(1 Indian Rupee = 0.012 British Pound)

REMIT TO: SUMATHI NATHAN TRAINING CO. LTD-TEST Postal Address: INSIGHT DIRECT UK LTD SHEFFIELD	BILL TO: REUTERS LIMITED UK (3408) Postal Address (default): scanning.emea@thomsonreuters.com ATTN ACCOUNTS PAYABLE PO BOX 55744 LONDON	SUPPLIER: SUMATHI NATHAN TRAINING CO. LTD-TEST Postal Address: INSIGHT DIRECT UK LTD SHEFFIELD
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Light Account - Invoice Submission

Step 9 : Click the **Done** button to connect to the Ariba Light Account Portal.

Ariba Network Test Mode Upgrade from light account Learn More Company Settings Nancy Drew

Purchase Order: 7000046826 Done

Create Order Confirmation | Create Ship Notice | Create Invoice | Print | Download PDF | Download CSV | Resend

Order Detail | Order History

THOMSON REUTERS

From:
REUTERS LIMITED UK (3408)
scanning_emea@thomsonreuters.com
ATTN ACCOUNTS PAYABLE
PO BOX 55744
LONDON
TOWER HAMLETS
E14 1DD
United Kingdom
Phone: +44 (0207) 5426435

To:
SUMATHI NATHAN TRAINING CO. LTD-TEST
INSIGHT DIRECT UK LTD
SHEFFIELD

S9 2BU
United Kingdom
Phone:
Fax:
Email: nancy.drew@uat.com

Purchase Order
(Partially Invoiced)
7000046826
Amount: 300.00 INR
Version: 1

Payment Terms NET 50

Routing Status: Acknowledged
Related Documents: 201708120000ONE

Ariba Network Test Mode Upgrade from light account Learn More Company Settings Nancy Drew

HOME | INBOX | OUTBOX | CATALOGS | REPORTS CSV Documents Create

Trends Refresh

Orders, Invoices and Payments All Customers Last 14 days

0 New Purchase Orders | 0 Orders to Confirm | 0 Orders to Ship | 0 Orders that Need Attention | 1 Invoices Pending Payment | More...

Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
You do not have any Orders and Releases.						

Now we're mobile. Check it out.

Tasks
Update Profile Information 15%

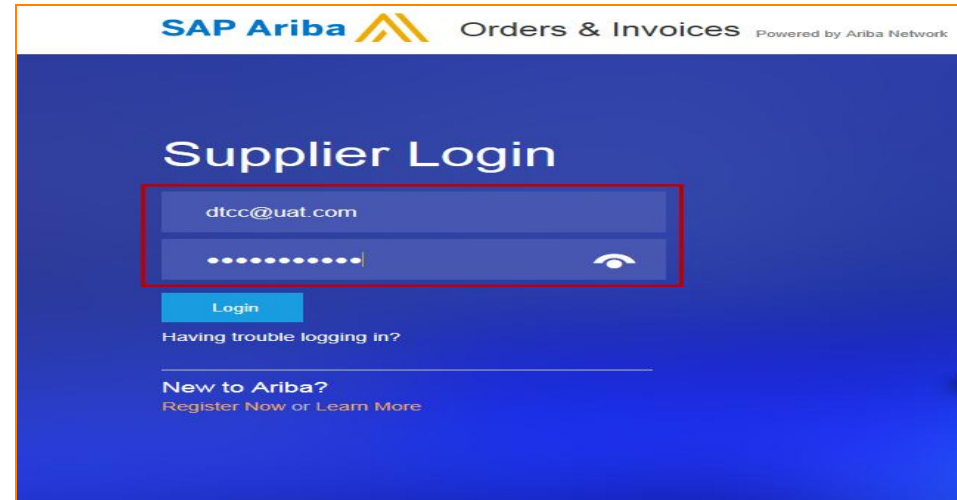
Types of Ariba Accounts - Differences

DESCRIPTION	LIGHT ENABLED SUPPLIER	LIGHT ACCOUNT SUPPLIER
Requires Registration	No	Yes , using the Purchase Order Email Notification
Purchase Order Email & From	Yes ordersender-prod@ansmtp.ariba.com	Yes ordersender-prod@ansmtp.ariba.com
To Create and Submit Invoice	Click ' CREATE INVOICE ' button from the body of the email	Click ' PROCESS ORDER ' from the body of the email
Submission of Invoice	<u>Requires</u> One Time Password (OTP)	Click the <u>Submit</u> button to the submit the invoice from the Ariba Network Portal

Display of Invoice Status

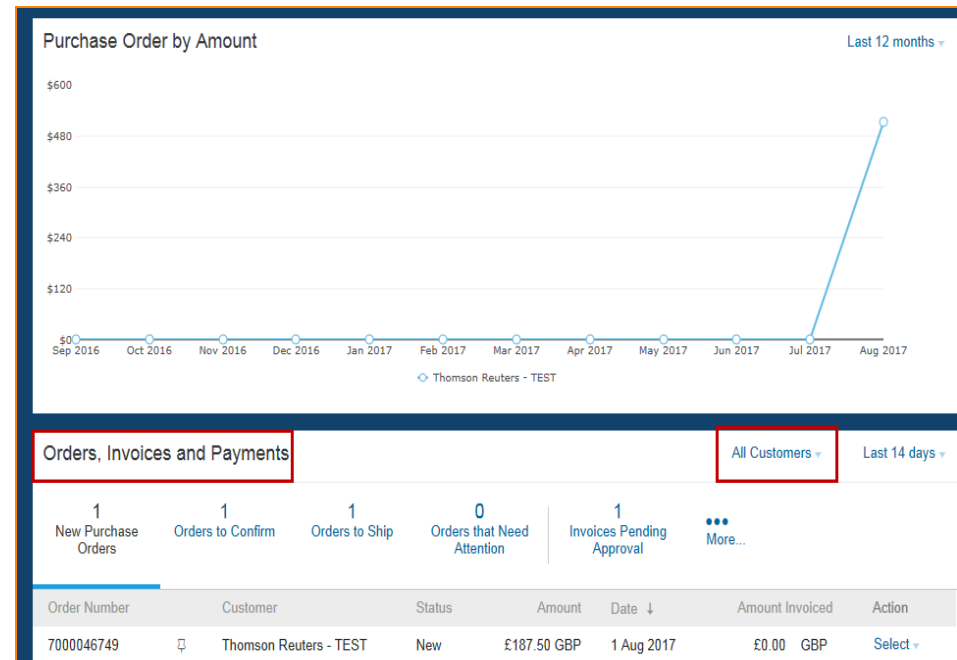
Light Account - Display Of Invoice Status

1. Login to the **Ariba Light Account Portal**.



2. Go to the **Orders, Invoices and Payments** Section.

3. Select the **Customer** that you wish to view the invoice status for.



Light Account - Display Of Invoice Status

4. Verify the Purchase Order Number and Click on the **More** (3 dots) link

The screenshot shows a dashboard titled 'Orders, Invoices and Payments' for 'All Customers' and 'Last 14 days'. It features a summary row with the following counts: 1 New Purchase Orders, 1 Orders to Confirm, 1 Orders to Ship, 0 Orders that Need Attention, and 1 Invoices Pending Approval. A 'More...' link with three dots is highlighted with a red box. Below this is a table with columns: Order Number, Customer, Status, Amount, Date, Amount Invoiced, and Action. The table contains one row for Order Number 7000046749, Customer Thomson Reuters - TEST, Status New, Amount £187.50 GBP, Date 1 Aug 2017, Amount Invoiced £0.00 GBP, and Action Select.

5. The system will display various stages of the invoice details

The screenshot shows a detailed view of the 'Orders, Invoices and Payments' dashboard for 'Thomson Reuters - TEST'. It features a summary row with the following counts: 1 New Purchase Orders, 1 Orders to Confirm, 1 Orders to Ship, 0 Orders that Need Attention, and 1 Invoices Pending Approval. Below this is a table with columns: Order Number, Customer, Status, Amount, Date. The table contains one row for Order Number 7000046749, Customer Thomson Reuters - TEST, Status New, Amount £187.50 GBP, Date 1 Aug 2017. A red box highlights a grid of tiles showing various stages of the invoice process: 0 New Early Payment Offers, 2 Invoices Pending Payment, 0 Invoices Rejected, 1 Invoices Pending Approval (highlighted in blue), 0 Payments that Need Attention, 0 Payments Received, 1 Pinned Documents, 2 Orders to Invoice, and 0 Orders with Service Lines. The SAP Ariba logo is visible at the bottom left, and 'Manage Default Tiles' is at the bottom right.

Appendix

Key Benefits

FREE , EASY AND SIMPLE - Registration Process

EASY to manage and access supplier Purchase Orders (POs) and e-Invoices with 100% EASE & FASTER way at NO COST!

EASILY transact documents such Order Confirmations & Invoices or Credit Memos

GREATER VISIBILITY of document status (Invoices and Purchase Order Confirmation/Receipts)

Receive REAL-TIME STATUS NOTIFICATIONS on the supplier documents (Purchase Orders, Invoice Submission, Order Confirmations & e-Invoice Payments)

New Features

MULTI-USER CAPABILITY - Create Multi User Accounts with permissions for different roles within supplier company

MONITOR KEY ACTIVITIES – Purchase Orders and Invoice Information or Pin important documents for later

SAP ARIBA SUPPLIER MOBILE APP– Free Download and access their Light Account for No Cost!

LEGAL ARCHIVE– Email Notifications and Online Download provide access to Purchase Orders & invoices for local archiving

Types of Ariba Accounts

FEATURES	LIGHT ACCOUNT	FULLY ENABLED ACCOUNT
Access	Through email notifications	Online dashboard
Company Profile	✓	✓
Purchase Order, Order confirmation (full & partial), Ship Notice, Service Entry Sheet, (Non-PO) Invoice, Credit Memo	✓	✓
Electronic Catalogs	✗	✓
Invoice status	Email notifications	Outbox with easy access from any browser
Legal Archive	Email notification and online download	<ul style="list-style-type: none"> • Long-term invoice archiving for global compliance (Regional restrictions apply) • Capability to mass download invoices for local archiving
Ariba Support	Online Help Center	<ul style="list-style-type: none"> • Support via phone, chat, or email • Direct access to enablement experts for onboarding assistance • Technical support for configuration and integration assistance • Online educational training courses
Integration	✗	✓
Reporting	✗	✓
Multiple customer relationships	✓	✓
Multi users	✓	✓
Mobile App	✓	✓
Ariba Discovery	✓ Fees may apply to respond to leads. Click here for more information.	✓ Fees may apply to respond to leads. Click here for more information.
Fees	FREE	Fees may apply, See complete details .

[More](#)

Upgrade

Home Page – Upgrade to Realize the Full Value of Ariba Network

The image shows the Ariba Network home page on the left and an 'Upgrade' modal window on the right. The home page features a navigation bar with 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'ENABLEMENT TASKS', 'REPORTS', and 'DOCUMENT ARCHIVE'. A 'Learn more' button is highlighted with a red box. Below the navigation bar, there are statistics for 'Purchase orders' (7 Orders to invoice, 1 Orders to confirm, 1 Invoices rejected, 3 Invoices pending approval) and a table of purchase orders. The 'Upgrade' modal window is titled 'Upgrade to realize the full value of Ariba Network' and compares 'LIGHT ACCOUNT' (current) and 'FULL-USE ACCOUNT'. The 'FULL-USE ACCOUNT' has an 'Upgrade' button. The modal lists various features under 'FULFILLMENT' and 'SELLING'.

Upgrade to realize the full value of Ariba Network

LIGHT ACCOUNT
Your current account

FULL-USE ACCOUNT
[Upgrade](#)

FULFILLMENT

- Orders and invoices**
 - Respond to emailed orders using features that your customer requests like order confirmations, ship notices and invoices
 - Check invoice status and create non-PO invoices, if supported by your customer
- Catalogs**
 - Publish catalogs that detail your products and services
- Integration**
 - Integrate with your backend systems through CXML, EDI or CSV
- Legal Archive**
 - Access to long-term invoice archiving (regional restrictions apply)
- Reporting**
 - Get reports to track transactions and sales activities
- Support**
 - Help Center
- Fees**
 - Free

SELLING

- Ariba Discovery**
 - Join our business matchmaking service to get high quality sales leads. Fees may apply
- Sourcing, Contract Management**
 - Attract potential customers with your profile and get invited to auctions and other events.

By the way, you can use these with any account.

[Learn more about all the features of Ariba Network.](#)

- Upgrading to a Fully Enabled Account (Full-Use account) on Ariba Network may lead to **subscription fees** for suppliers!
- Visit the [SAP Ariba subscriptions and pricing page](https://www.ariba.com/) or <https://www.ariba.com/> to know more about subscription fees region wise.

Multiple-User Accounts

The screenshot displays the Ariba Network interface. At the top, the header includes 'Ariba Network', 'Test Mode', 'Upgrade from light account', and 'Learn More'. A navigation bar contains 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', and 'REPORTS'. The main content area shows 'Orders, Invoices and Payments' with various status counts: 0 New Purchase Orders, 0 Orders to Confirm, 0 Orders to Ship, 0 Orders that Need Attention, and 1 Orders to Invoice. A sidebar on the right contains a 'Company Settings' dropdown menu with options like 'Company Profile', 'Account Settings', 'Customer Relationships', 'Users' (highlighted with a red box and a '2' in an orange box), 'Notifications', 'Application Subscriptions', 'View All', 'Network Settings', 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Remittances', 'Network Notifications', and 'View All'. The 'Users' option is highlighted with a red box and a '2' in an orange box. Below the main content, the 'Account Settings' page is open, showing 'Manage Users' with a table of users. The table has columns for Username, Email Address, First Name, Last Name, Ariba Discovery Contact, Role Assigned, and Customer Assigned. Two users are listed: 'sum777@uat.com' with role 'All Responsibilities' and 'sum789@uat.com' with role 'Order Management (...)'. A '3' in an orange box is placed above the table. Below the table are buttons for 'Edit', 'Delete', 'Add to Contact List', 'Remove from Contact List', 'Make Administrator', and 'Create User'.

1

Company Settings ▾ Nancy Drew ▾

SUMATHI NATHAN TRAI...
ANID: AN01056985934-T

Company Profile

Account Settings

Customer Relationships

Users 2

Notifications

Application Subscriptions

View All

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Network Notifications

View All

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

0 New Purchase Orders

0 Orders to Confirm

0 Orders to Ship

0 Orders that Need Attention

1 Orders to Invoice

More...

Ariba Network Test Mode Company Settings ▾ Nancy Drew

Account Settings Save Close

Customer Relationships Users Notifications Application Subscriptions

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

3

	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Customer Assigned
<input type="checkbox"/>	sum777@uat.com	sum.nathan@gmail.com	sum777	nathan	No	All Responsibilities	All
<input type="checkbox"/>	sum789@uat.com	sumathi.nathan@thomsonreuters.com	sumathi	nathan	No	Order Management (...)	Thomson Reuters - TEST

Edit Delete Add to Contact List Remove from Contact List Make Administrator Create User

Manage User Roles

System Administrator is the person who:

- i. Registers for the Light Account via the Purchase Order Email Notification
- ii. Sets up Multiple User Accounts
- iii. Contact Thomson Reuters P2P Helpdesk [P2P Help Desk](#) or Ariba Support www.ariba.com

Resources

Supplier Help Resource – Buyer Site

Ariba – Light Account (External Website)

Website :

[Supplier External Global Sourcing Site](#)

Ariba Updates

- [Features of Ariba Light Account](#)
- [Ariba Full Enablement Fees \(For Fully Enabled Suppliers only\)](#)

Self Help Resources

- [Example of an Ariba Light Account Supplier Purchase Order](#)
- [How to Register for Ariba Light Account](#)
- [How to upload a Light Account invoice](#)
- [Ariba Supplier Summit Session \(Recording\)](#)
- [Ariba Light Account Registration and Invoicing Uploading \(Recording\)](#)

Support

- Fully Enabled Suppliers
- Light Account Suppliers

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✓ Okay to Continue
🔗 Cookie Policy

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Home > Global Sourcing and Procurement at Thomson Reuters > Thomson Reuters uses Ariba to transact with our suppliers

Thomson Reuters uses Ariba to transact with our suppliers

Thomson Reuters uses Ariba, a third-party electronic transaction processing tool, to issue and manage Purchase Orders (POs), invoices, and supplier on-boarding. Suppliers transacting with Thomson Reuters are required to comply with our Ariba processes. We accept both the no-fee Light Enablement and the fee-based Full Enablement Ariba options. Suppliers electing to use the Full Enablement alternative will be required to absorb any associated Ariba charges.

If you are transacting with us in one of the following countries, you are required to send invoices to Thomson Reuters electronically using either the Light or Fully Enabled Ariba options:

Australia	Norway
Canada	New Zealand
Denmark	Poland
Germany	Singapore
Hong Kong	Switzerland
Ireland	United Kingdom
Netherlands	United States

During Q3 2017, we will enable the following countries for electronic invoicing and suppliers will be required to send their invoices using either the Light or Fully Enabled Ariba options. Specific timing will be provided soon:

Austria	Lithuania
Belgium	Luxembourg
Bulgaria	Mauritius

Ariba Links

Features of Ariba Light account

Available Q3 2017

Ariba Full enablement fees

For fully enabled suppliers only

Links and downloads

[Example of an Ariba enabled supplier Purchase Order \[PDF\]](#)

[How to upload a Light Enabled invoice \[PDF\]](#)

[How to register, once invited to become a Thomson Reuters supplier \[PDF\]](#)

Support

Supplier Help Resource – Portal

Ariba Network

Use the Search Field to search for assistance under Help Center option on the Portal

HOME

INBOX

OUTBOX

CATALOGS

CSV Documents

Create

Trends

Refresh

Orders, Invoices and Payments

0
Orders to Invoice

0
Orders that Need
Attention

0
Invoices R

Invoice #

Customer

Test_Invoice



Thomson Reuters - TEST

Now we're mobile.

Check it out.



Tasks

Update Profile Information

15%

<< Help Center

Create Invoice

- FAQ How do I create documents against purchase orders from my customer?
- How to configure your user account information and company settings
- Register and send an order confirmation (4:10)
- FAQ How do I invoice a purchase order if lose the email notification?
- Remittance address, payment method, and bank field descriptions
- Add a new user (3:12)
- FAQ When do I need to contact the account administrator for my

Getting Help

Thomson Reuters HelpDesk Contacts:

<https://thehub.thomsonreuters.com/docs/DOC-2048506>

Supplier Enablement Team :

aribaenablement@thomsonreuters.com

REMINDER!!!

DO NOT REGISTER NOW!

Suppliers must register once they receive their next
Purchase Order email notification POST GO-LIVE!
(30th September 2017)



ARIBA..... it is how we will do business with our suppliers in Thomson Reuters!

