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, 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 – 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

Purchase Order Email Notification

From: "Thomson Reuters - TEST" (oreorderorder-prd@mail.ariba.com)
Sent: Wednesday, January 18, 2017 9:15 PM
To: Ariba REQUIRED: Thomson Reuters - TEST sent a new Purchase Order 700062759 to UAT MT THIRTEEN LTD-LE + TEST
Subject: Ariba Required: Thomson Reuters - TEST sent a new Purchase Order 700062759 to UAT MT THIRTEEN LTD-LE + TEST

SAP Ariba

Dear UAT MT THIRTEEN LTD-LE + 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 bottom 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

Please retain this purchase order email.

Message from Buyer

Thomson Reuters has used the Ariba Network to send a purchase order to suppliers and, where outsourcing a request, here suppliers submit their purchase order-related invoices.

Please retain this purchase order email.

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

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

CONFIRM ORDER
CREATE INVOICE

Purchase Order Email Notification

From: "Thomson Reuters - TEST" (oreorderorder-prd@mail.ariba.com)
Sent: Tuesday, August 01, 2017 10:24 AM
To: Ariba REQUIRED: Thomson Reuters - TEST sent a new Purchase Order 700046748
Subject: Ariba REQUIRED: Thomson Reuters - TEST sent a new Purchase Order 700046748

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.

THOMSON REUTERS

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

CONFIRM ORDER
CREATE INVOICE
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**.

---

**Ariba Network**

_Join your customer on Ariba Network!_

- **Sign up**
- **Already have an account? Log in**

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**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.

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**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**
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
Light Account

On completion of registration, Supplier will be connected to the Ariba Light Account Portal.
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@anssmtp.ariba.com) that you wish to submit an invoice for payment.
Step 2: Click Process Order from the body of the email.

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
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)*
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

THOMSON REUTERS

From:
REUTERS LIMITED UK (3408)
scanning.enam@thomsonreuters.com
ATTN ACCOUNTS PAYABLE
PO BOX 56744
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
NET 90

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

Other Information
Company Code: 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.
Step 8: Click **Submit** button to submit the invoice.
Light Account - Invoice Submission

Step 9: Click the **Done** button to connect to the Ariba Light Account Portal.
# Types of Ariba Accounts - Differences

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>LIGHT ENABLED SUPPLIER</th>
<th>LIGHT ACCOUNT SUPPLIER</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requires Registration</td>
<td>No</td>
<td>Yes, using the Purchase Order Email Notification</td>
</tr>
<tr>
<td>Purchase Order Email &amp; From</td>
<td>Yes <a href="mailto:ordersender-prod@anssmtp.ariba.com">ordersender-prod@anssmtp.ariba.com</a></td>
<td>Yes <a href="mailto:ordersender-prod@anssmtp.ariba.com">ordersender-prod@anssmtp.ariba.com</a></td>
</tr>
<tr>
<td>To Create and Submit Invoice</td>
<td>Click ‘CREATE INVOICE’ button from the body of the email</td>
<td>Click ‘PROCESS ORDER’ from the body of the email</td>
</tr>
<tr>
<td>Submission of Invoice</td>
<td>Requires One Time Password (OTP)</td>
<td>Click the Submit button to submit the invoice from the Ariba Network Portal</td>
</tr>
</tbody>
</table>
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

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

<table>
<thead>
<tr>
<th>FEATURES</th>
<th>LIGHT ACCOUNT</th>
<th>FULLY ENABLED ACCOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access</td>
<td>Through email notifications</td>
<td>Online dashboard</td>
</tr>
<tr>
<td>Company Profile</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Purchase Order, Order confirmation (full &amp; partial), Ship Notice, Service Entry Sheet, (Non-PO) Invoice, Credit Memo</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Electronic Catalogs</td>
<td>✗</td>
<td>✓</td>
</tr>
<tr>
<td>Invoice status</td>
<td>Email notifications</td>
<td>Outbox with easy access from any browser</td>
</tr>
<tr>
<td>Legal Archive</td>
<td>Email notification and online download</td>
<td>Long-term invoice archiving for global compliance (Regional restrictions apply)</td>
</tr>
<tr>
<td>Ariba Support</td>
<td>Online Help Center</td>
<td>Capability to mass download invoices for local archiving</td>
</tr>
<tr>
<td>Integration</td>
<td>✗</td>
<td>✓</td>
</tr>
<tr>
<td>Reporting</td>
<td>✗</td>
<td>✓</td>
</tr>
<tr>
<td>Multiple customer relationships</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Multi users</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Mobile App</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Ariba Discovery</td>
<td>✓ Fees may apply to respond to leads. <a href="#">Click here</a> for more information.</td>
<td>✓ Fees may apply to respond to leads. <a href="#">Click here</a> for more information.</td>
</tr>
<tr>
<td>Fees</td>
<td>FREE</td>
<td>Fees may apply, <a href="#">See complete details</a></td>
</tr>
</tbody>
</table>

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[THOMSON REUTERS]
Upgrade 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 or https://www.ariba.com/ to know more about subscription fees region wise.
Multiple-User Accounts

**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](https://www.ariba.com) or Ariba Support [www.ariba.com](https://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
Supplier Help Resource – Portal

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

Thomson Reuters HelpDesk Contacts:
https://thehub.thomsonreuters.com/docs/DOC-2048506

Supplier Enablement Team:
aribaenablement@thomsonreuters.com
Suppliers must register once they receive their next Purchase Order email notification **POST GO-LIVE!** *(30th September 2017)*
it is how we will do business with our suppliers in Thomson Reuters!