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 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 – 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

<table>
<thead>
<tr>
<th>Light Enabled</th>
<th>Light Account</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. <strong>DO NOT</strong> incur Ariba charges /fees</td>
<td>i. <strong>DO NOT</strong> incur Ariba charges /fees</td>
</tr>
<tr>
<td>ii. Can only process and invoice from the Purchase Order email notification</td>
<td>ii. Can only process and invoice from the Purchase Order email notification</td>
</tr>
<tr>
<td>iii. Requires One Time Password (OTP) to submit invoices</td>
<td>iii. <strong>NO LONGER</strong> requires One Time Password to submit invoices</td>
</tr>
<tr>
<td>iv. No registration for Purchase Order transactions</td>
<td>iv. <strong>REGISTER</strong> for Purchase Order and invoicing</td>
</tr>
<tr>
<td>v. Lost the Purchase Order email? Need to request for a copy</td>
<td>v. Lost the Purchase Order email? <strong>SEND YOURSELF A COPY FROM THE PORTAL</strong></td>
</tr>
<tr>
<td>vi. <strong>CANNOT</strong> raise Credit Notes</td>
<td>vi. <strong>CAN</strong> raise Credit Notes</td>
</tr>
<tr>
<td>vii. No visibility of Purchase Order history and invoice acceptance or payments</td>
<td>vii. Visibility of Purchase Order history and invoice acceptance or payments from the Ariba Light Account Portal</td>
</tr>
<tr>
<td>viii. NO supplier portal visibility</td>
<td>viii. Multiple users can access the Portal</td>
</tr>
</tbody>
</table>
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

- **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!

Already have an account? Log in
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**
  1. An account with NO fee
  2. Limited supplier portal functionality available (Display /Confirm Purchase Orders, Submit invoices & Receive Invoice Payments/ Remittance Details)

- **Ariba FULLY Enabled Account** *(Refer Appendix for details)*
  1. A fee-based account that requires upgrade with **additional cost**!
  2. 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.
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.
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.
Light Account - Invoice Submission

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.
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)
<table>
<thead>
<tr>
<th>Feature</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MULTI-USER CAPABILITY</strong></td>
<td>Create Multi User Accounts with permissions for different roles within supplier company</td>
</tr>
<tr>
<td><strong>MONITOR KEY ACTIVITIES</strong></td>
<td>Purchase Orders and Invoice Information or Pin important documents for later</td>
</tr>
<tr>
<td><strong>SAP ARIBA SUPPLIER MOBILE APP</strong></td>
<td>Free Download and access their Light Account for No Cost!</td>
</tr>
<tr>
<td><strong>LEGAL ARCHIVE</strong></td>
<td>Email Notifications and Online Download provide access to Purchase Orders &amp; invoices for local archiving</td>
</tr>
</tbody>
</table>
# 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>
</tbody>
</table>
| Legal Archive                                 | Email notification and online download | • Long-term invoice archiving for global compliance (Regional restrictions apply)  
• Capability to mass download invoices for local archiving |
| Ariba Support                                 | Online Help Center             | • Support via phone, chat, or email                       |
|                                                |                                | • Direct access to enablement experts for onboarding assistance |
| Integration                                   | ✗                              | • Technical support for configuration and integration assistance |
|                                                |                                | • Online educational training courses                     |
| 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](#)                |

© 2017 SAP SE or an SAP affiliate company. All rights reserved. | PUBLIC
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.
**System Administrator** is the person who:

1. Registers for the Light Account via the Purchase Order Email Notification
2. Sets up **Multiple User Accounts**
3. Contact Thomson Reuters P2P Helpdesk [P2P Help Desk](http://www.ariba.com) or Ariba Support [www.ariba.com](http://www.ariba.com)
Resources
Supplier Help Resource – Buyer Site

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:
ariaenablement@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)
it is how we will do business with our suppliers in Thomson Reuters!