Ariba Light Account: How to Upload PO Invoice

1. The person completing these steps should be the person that will manage your Ariba Account and be responsible for uploading invoices. If you are not that person, please forward the Purchase order to them along with the link to this guide.

   Locate and open the Purchase Order email notification. (Be sure to select the correct Purchase Order email if you have several Purchase orders from Thomson Reuters)

2. Click Process Order from the body of the email.
You will be prompted to do either of the following when submitting your first ever invoice against a purchase order from Thomson Reuters:

a. If you don't already have an Ariba Network Account, click **Sign up** to start the registration process.

b. If you have an **existing** Ariba Network Account, click **Log in** and you will be taken to the Supplier Login Portal screen.

**Ariba Light Account:**

- Join your customer on Ariba Network!
  - Sign up
  - Log in

Ariba Network light account is **Free**

Learn more

**Supplier Login**

- User Name
- Password

Login

Having trouble logging in?

New to Ariba?
Register Now or Learn More
Click the **Create Invoice** from the Purchase Order Page

Within the **Invoice Header Summary** section complete:
- **Invoice #**
- Adjust **Invoice date** if necessary
- **Supplier TAX ID** – add VAT/TAX number, requirement for registered businesses.

Scroll down to the **Tax** section.
- Select either header or line level tax.
- Change the category to select tax type.
- Adjust the taxable amount if entering a partial invoice.
- Enter appropriate tax Rate (%) or Amount
**OPTIONAL: Add Attachments** Here you can attach supporting documents. e.g. your system generated invoice.

- Scroll down to **Add to Header** *(located just above Line Items).*
- Select **Attachment** *(at the bottom of the drop-down list)*
- Click **Choose File** then locate and select the document on your computer
- Click **Add Attachment**

Once attached, you’ll see it on the screen like this.
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8 Scroll down to the **Line Items Section**

- Select the **lines** you want to invoice and click the green slider to exclude lines you are not ready to invoice yet.
- Update / change the **quantity** or **amount** field if submitting a partial invoice.
- Under **Subtotal**, check the amount shown.

Confirm the **Total Amount without Tax** on your invoice

- It is very **IMPORTANT** to have the correct amount here.
- Do not use the default amount unless it is correct.

9 Click **Update** then **Next** to move to the next screen to review your invoice
Invoice summary screen will be displayed. Review the invoice details, and click the **Submit** button.

A confirmation will be displayed confirming your submission of the invoice.

Click the **Exit** link to exit invoice creation.
The system will display the Purchase Order page again (if the PO is not fully invoiced).

Click the **Done** button if you do not wish to upload another invoice.

You will be taken to your Ariba Network Profile **Home page**.
One Off Step - applicable for business registered for TAX/VAT

Add your TAX/VAT number into the Company Profile to automatically pre-populate the supplier Tax ID field on future invoices.

14. Select the dropdown link next to account settings

15. Select Company Profile

16. Go to Business Tab

17. Navigate to the Tax Information Section and complete details
   - **Tax ID** – Populate with Tax ID or VAT ID. This field auto populates the Supplier Tax ID on invoices
   - **Vat ID & Check Box** – VAT registered, copy VAT ID from TAX ID Field above and paste. Tick the Vat registered box

18. Save Profile
To **Log out** from the Light Account Portal,

Go to **User Name** > Click dropdown arrow > Click **Logout**
1. The "**Preparer**" and "**Requester**" of your PO will be notified to enter a receipt confirming the goods were received or services provided, if it is not already entered in Ariba.

2. Once the receipt is entered, the invoice will flow to Thomson Reuters SAP Accounts Payable system. Payment will be made according to the payment terms that are setup on your vendor record.

3. Once your invoice has been submitted successfully you will receive an email notification with your einvoice attached for your records. Additional email notifications will be issued on the progress on your invoice through each stage of the process.

4. If you have any questions regarding this process, please contact the [Accounts Payable Helpdesk](#).

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**GETTING SUPPORT**

Global impact of the COVID-19 virus is changing the dynamics of how we work and manage business as usual. Effective immediately, Business Continuity Planning (BCP) has been invoked for Accounts Payable and our third-party managed service team in India. BCP is a temporary measure to carry-out the most critical functions.

Accounts Payable is committed to ensuring invoices get paid on time; however, it is important for you to be aware of some of the most critical items below:

**Accounts Payable HelpDesk:**
All service inquiries must go through the [ap.queries@thomsonreuters.com](mailto:ap.queries@thomsonreuters.com).