Thomson Reuters are unable to review and process your company as a supplier until the registration and subsequent questionnaire are completed.

Any sales invoices received will not be processed until the Supplier Onboarding Registration Process has been finalised.

January 2021
Ariba: Supplier Onboarding Program

1. Help - Page 3
2. Suppliers registering on the Ariba Network for the first time - Page 4
3. Suppliers who already have an Ariba Network account - Page 13
4. Thomson Reuters Help Desk Information - Page 17

IMPORTANT NOTES FOR SUPPLIERS

- Thomson Reuters are unable to review and process your company as a supplier until the registration and subsequent questionnaire are completed.
- Any sales invoices received will not be processed until the Supplier Onboarding registration process has been finalised.
- Ariba times out after 30 minutes of inactivity.

- You should be aware that Ariba offers two versions; the Light Account and the Full Enabled Account. The Light Account will not incur any fees for you, as supplier, but the Full Account will. When registering with Ariba, you create an agreement directly with Ariba, to which Thomson Reuters is not a party. **Please ensure that the appropriate Ariba Account type is selected**, as if you select the Full Account, you will receive an invoice directly from Ariba. Thomson Reuters cannot accept accountability should the incorrect level be selected, nor can it accept liability for any fees incurred. Thomson Reuters can however assist you to switch back from the Full Enabled Account to the Light Account, if you notify Thomson Reuters accordingly.

Supported Browsers

- Microsoft Edge 32-bit
- Microsoft Internet Explorer 11 32-bit
- Mozilla Firefox 49+ 64-bit
- Chrome 54+ 64-bit
- Safari 9+ 64-bit
Ariba: Help

COMPLETION OF THE SUPPLIER PROFILE QUESTIONNAIRE

By phone:
Thomson Reuters Helpdesk Numbers – See page 17

By Email
• Vendorsetup.latam@tr.com (Latin America only)
• AP.Maintenance@tr.com (Rest of World)

TECHNICAL ASSISTANCE WITH THE ARIBA TOOL


Tip: Check you are using an Ariba supported browser – see page 2

ACCOUNTS PAYABLE SPECIFIC INVOICES RELATED QUERIES - EMAIL

• AP.Queries@thomsonreuters.com
Ariba: Invitation from Ariba to Supplier

1) The email from Ariba will appear like this in your email inbox. If you haven’t received the email, please check your spam/junk folders.

2) In the body of the email there is a link that you are required to click on to register your company on the Ariba Network or to access your existing Ariba Network account if you already have one.

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Welcome, Chris Brown.

Thomson Reuters - TEST has registered you as a user on their Ariba Spend Management site. Before you can access Thomson Reuters - TEST’s events, you must register on the Ariba Commerce Cloud.

Click Here to register on the Ariba Commerce Cloud and access your account.

If you are unable to launch a browser using this link, copy the link and paste it into the address bar of any of the supported Web browsers to form a single-line URL.

http://thomsonreuters-t-supplier.ariba.com?awscp_bkxn=3dZUpGuUr57Fz39d7fffffd86d5f5111

NOTE: This URL is only valid for 30 days. Make sure to register on the Ariba Commerce Cloud before the link expires. After you register on the Ariba Commerce Cloud, you can no longer use this link.

Thank you,
Ariba, Inc. Administrator
Ariba: Invitation to Supplier

Welcome, Chris Brown

Have a question? Click here to see a Quick Start guide.

Welcome to the Ariba Network. A password reset request was issued from Thomson Reuters - TEST site.

New to the Ariba Network? Sign up to register your user account.

Already have an account? Log in

3) Click the “Log in” link if you already have an Ariba Network account to log-in (see page 13)

4) Click “Sign up” if you are new to Ariba and wish to register for an Ariba Network account.
Ariba: Supplier Registration – Company details

<table>
<thead>
<tr>
<th>Company Name:*</th>
<th>Speed Boats Limited</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country*</td>
<td>United Kingdom [GBR]</td>
</tr>
<tr>
<td>Address*</td>
<td>1 High Street</td>
</tr>
<tr>
<td></td>
<td>Line 2</td>
</tr>
<tr>
<td></td>
<td>Line 3</td>
</tr>
<tr>
<td></td>
<td>Line 4</td>
</tr>
<tr>
<td>City*</td>
<td>London</td>
</tr>
<tr>
<td>State</td>
<td>London</td>
</tr>
<tr>
<td>Postal Code*</td>
<td>E14 5EP</td>
</tr>
</tbody>
</table>

5) Please check and complete your company details. Mandatory fields are marked with an asterix.
6) Please complete the user account information. You can use your email for your username or create your own. Read and confirm your agreement to the Ariba Terms of Use and Privacy Statement and click “Submit”.

- Name: Chris Brown
- Email: Ariba.test@thomsonreuters.com
- Username: Ariba.test@thomsonreuters.com
- Password: ********
- Secret Question: In what city was your mother born? (answer: ****)
- Language: English
- I have read and agree to the Terms of Use and the Ariba Privacy Statement

Submit
Cancel
7) This page automatically displays following company registration. Click here to complete the Supplier Profile Questionnaire. This includes a series of questions about your company including contact details, banking and tax details (if required) and a risk survey (if required).

8) If this screen is displayed, you should click on the “Customer Requested” tab to display and complete the Thomson Reuters Supplier Profile Questionnaire.
In all cases there are 2 sections to complete. If there is a requirement to complete a risk survey, a further section will be displayed. Mandatory fields are marked with an asterisk.

Once the questionnaire has been completed, please “Submit”.
Ariba: Supplier Registration – Supplier Profile Questionnaire Completion

1) After the pop-up window has closed, click “save” at the top of the screen.

11) Confirmation can be seen once you have “Submitted” your response and can now close the pop-up window by clicking the “X” in the top right hand corner of the pop-up window.

12) After the pop-up window has closed, click “save” at the top of the screen.

**Important Note:** Many companies are seeing an increase in fraud, specifically around bank account changes. Our compliance policies evolve based on current trends and we have seen new instances of fraud that take advantage of COVID-19 impacts. This requires more stringent requirements to protect not only our vendors but Thomson Reuters as well. Please read the following [document](https://www.thomsonreuters.com) for a better understanding.
13) Once you complete and submit the questionnaire, we appreciate if you have updated your Tax Information for invoicing purposes.

Navigate to the Tax Information Section:
- **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, please copy VAT ID from TAX ID Field above and paste. Tick the VAT registered box.

Go to Business Tab 1

Save the profile with updates 3
Ariba: Thomson Reuters requires more information

14) The Supplier Profile Questionnaire may be returned to you if there is a requirement to obtain more information from the supplier or if clarification is needed regarding any answers you have provided.

15) Following log-on to your Ariba Network Account, select “View customer requested fields” on top left hand side of screen. Select “Customer Requested”.

16) Click on the “Thomson Reuters” link which will populate the Supplier Profile Questionnaire. Make the amendments required and click “submit”.
17) Approval: Your company has now been approved for trading with Thomson Reuters and you will be notified by email.

18) Rejection: You will be notified by email if your organisation has been rejected for trading with Thomson Reuters, please contact your Thomson Reuters business sponsor.
Ariba: The Supplier already has an Ariba Network Account

19) If the supplier already has an Ariba Network Account, select the appropriate link following receipt of the email invitation. Do not log directly into your account without using the URL from the email otherwise the 2 companies will not be associated.

20) Enter your existing Username and Password and click “continue”.

21) Once Username and Password details have been entered, the supplier should continue from page 7 for instructions.
Ariba: Existing Ariba Network Account Holders

22) When you have logged into your Ariba Network account, you should click on the “Customer Requested” tab to display and complete the Thomson Reuters Supplier Profile Questionnaire.
How to Update your Ariba Network Profile:

1. Login to Ariba Supplier Network

2. Click on Company Profile

3. Go to Business Tab

4. Navigate to the Tax Information Section:
   - 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, please copy VAT ID from TAX ID Field above and paste. Tick the VAT registered box.

5. Save the profile with updates

23) If you have not done so already, you will be asked to complete this section in the “Basic” information tab before you can save and close your company profile.
Ariba: Thomson Reuters Help Desk

How to contact us:

• Click here to contact the Accounts Payable Helpdesk via email.

• Click here to know How to Submit a Call Request to Get Help by Phone.

Important Note: Due to COVID2019 situation our call center is not working at this moment, we appreciate you to send an email in order to provide the required support.