

ARIBA Supplier Onboarding Program

Supplier User Guide

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 finalized

April 2024

Ariba: Supplier Onboarding Program

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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 finalized.
- Ariba times out after 30 minutes of inactivity.
- Supported Browsers:
 - Microsoft Edge32-bit
 - Chrome 54+64-bit
 - Microsoft Internet Explorer 1132-bit
 - Safari 9+ 64-bit
 - Mozilla Firefox 49+ 64-bit
- You should be aware that Ariba offers two versions; the Standard Account and the Enterprise Account. The Standard Account will not incur any fees for you, as supplier, but the Enterprise 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 Enterprise 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 Enterprise Account to the Standard Account, if you notify Thomson Reuters accordingly.

Ariba: Help

COMPLETION OF THE SUPPLIER REGISTRATION QUESTIONNAIRE

Ariba Help Centre:

- https://support.ariba.com/Help_Center/help

* * *

TECHNICAL ASSISTANCE WITH THE ARIBA TOOL

- <http://www.ariba.com/help/ariba-answers/contact-us/ariba-customer-support-phone-numbers>

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

Invitation: Register to become a supplier with Thomson Reuters



To: Nagula, Manish

<s4system-prod+thomsonreuters-T.Doc2008553771@ansmtp.ariba.com>

1) The Invitation email from Thomson Reuters 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 here" to register your company on the Ariba Network or to access your existing Ariba Network account if you already have one.

Register as a supplier with Thomson Reuters

Hello!

Thomson Reuters - TEST has invited you to register to become a supplier with Thomson Reuters - TEST. Start by creating an account with Ariba Network. It's free.

Thomson Reuters - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If TEST Supplier already has an account with Ariba Network, sign in with your username and password.

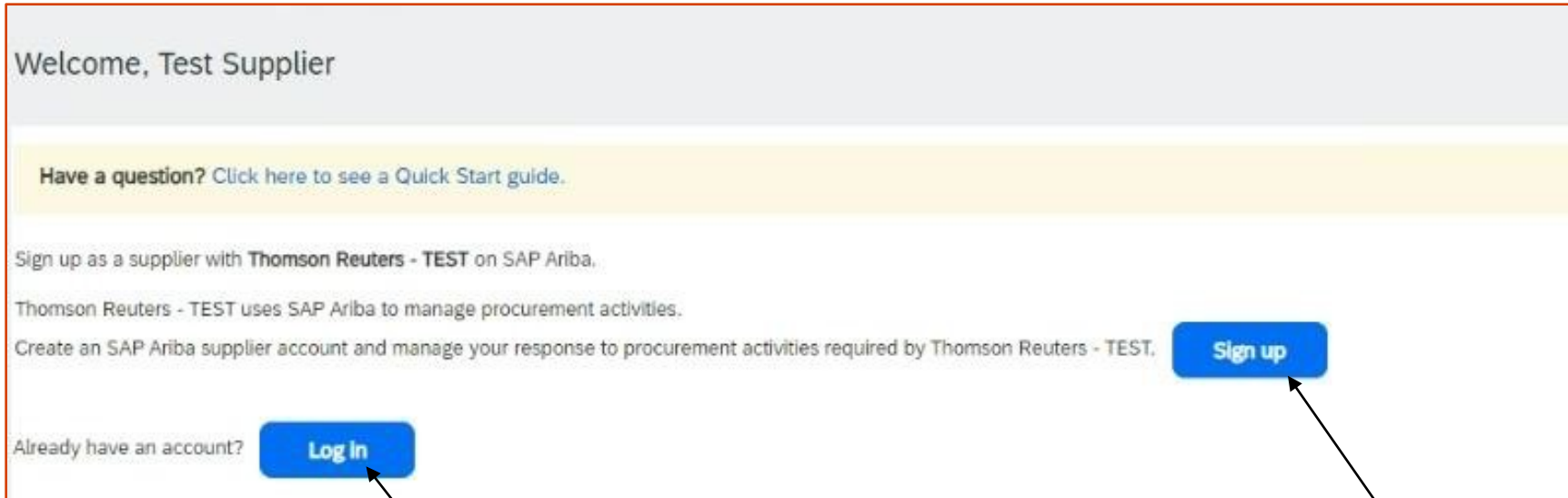
[Click Here](#) to create account now

Please note that, this email id from which you have received the communication is not actively monitored. Kindly refrain from using reply option for any correspondence regarding this message.

For any queries or communication regarding this email, please direct this email using the forward option with your query to ap.maint@thomsonreuters.com

You are receiving this email because your customer, Thomson Reuters - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Thomson Reuters - TEST.

Ariba: Invitation to Supplier



3) Click the “Log in” link if you already have an Ariba Network account to log-in (see page 14).

4) Click “Sign up” if you are new to Ariba and wish to register for an Ariba Network account.

Ariba: Supplier Registration – Company Details

Company information

Company Name: * TEST Supplier

Country/Region: * Costa Rica [CRI] ▼

Address: * 10101

Line 2

City: * San Jose

Postal Code: * 10101

State: * Select ▼

! Required field

5) Please check and complete your company details. Mandatory fields are marked with an asterix.

Ariba: Supplier Registration – User Account

User account information

Name: *

Email: *

☐ Use my email as my username

Username: *

Password: *

Language: ▼

Email orders to: *

6) Please complete the user account information. You can use your email for your username or create your own.

Ariba: Supplier Registration – Supplier's Business Information

Tell us more about your business

Product and Service Categories: * -or-

X

Ship-to or Service Locations: * -or-

X X X X X X

Tax ID: Enter your Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "I" in test account. ⓘ

☐ I have read and agree to the Terms of Use

☐ I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the [SAP Business Network Privacy Statement](#) to learn how we process personal data.

7) Please complete the Business information. Provide the ship to location as well as product/service category. Read and confirm your agreement to the Ariba Terms of Use and Privacy Statement and click "Create Account and Continue".

Ariba: Supplier Registration: Check Duplicate Account

or business

Service Categories:* Enter Product and Service Categories -or-

Fastener setting tools x

Service Locations:* Enter Ship-to or Service Location

United States x Saint Pierre and M

Tax ID: Optional

DUNS Number: Optional account. (j) with "CT" in test

of Use

network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network process personal data.

8) Checking Duplicate Account

1

Click on Review Accounts.

Review duplicate Account

We noticed that your company may already register an SAP Business Network account, please review the match results below, then:

- You can log in the account you are associated with
- Or, you can view the profile and contact the account administrator from there
- Or, if there is no match, you can [Continue Account Creation](#) and we will progress your registration
- Or, you can [Go back to previous page](#)

Match Based On

Company Name	E-mail Address	DUNS No.	Tax ID	Address
TEST Supplier	manish.nagula@accenture.com			AB 10101 San Jose San José, Costa Rica 10101

20 search results found

Supplier name	Country	State	DUNS	Supplier ANID	Actions
---------------	---------	-------	------	---------------	---------

2

Review the populated matches and if no duplicity is found then click on Continue account creation.

Ariba: Supplier Registration – Supplier Registration Questionnaires

THOMSON REUTERS - TEST

There are no matched postings.

Welcome to the **Ariba Spend Management** site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Home

Events

Title	ID	End Time	Event Type	Participated
No items				

Registration Questionnaires

Title	ID	End Time	Status
▼ Status: Open (3)			
Supplier Registration Questionnaire	Doc2008553769	5/24/2024 12:09 PM	Invited
Individual or Sole Proprietor Risk Survey	Doc2008553772	4/24/2024 12:39 PM	Invited
Business Partner Risk Survey	Doc2008553771	4/24/2024 12:39 PM	Invited

Qualification Questionnaires

Submit Entire Response Save draft Compose Message Excel Import

9) Click on the top left corner and select Ariba Proposals and questionnaires to access the registration questionnaires. Under Registration tab click on the questionnaires to respond to them.

10) Once the response has been provided for the questionnaire click on Submit Entire Response.

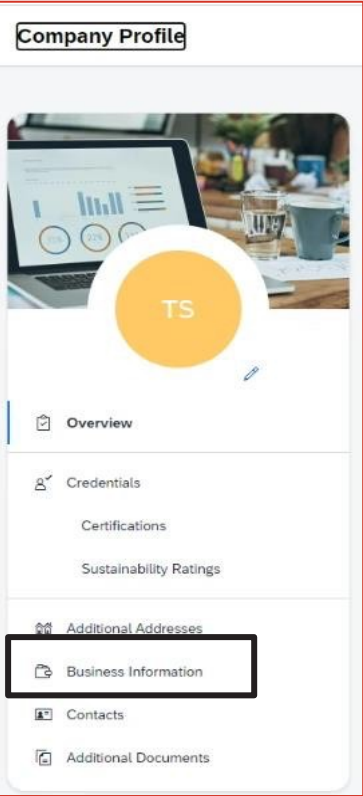
Important Note: Many companies are seeing an increase in fraud, specifically around bank account changes. Our compliance policies evolve based on current trends and involves more stringent requirements to protect not only our vendors but Thomson Reuters as well. Please read the following document for a better understanding.

Ariba: Supplier Registration – Ariba Network Profile

11) Once you complete and submit the questionnaire, we appreciate if you have updated your Tax Information for Invoicing purposes.

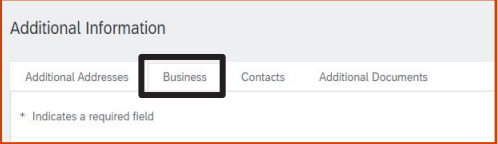
Go to Company Profile and Business Information Tab:

1

The screenshot shows the 'Company Profile' page in Ariba. The 'Business Information' tab is highlighted with a black box. The page includes a header with 'Company Profile' and a sidebar with navigation options: Overview, Credentials, Certifications, Sustainability Ratings, Additional Addresses, Business Information (highlighted), Contacts, and Additional Documents.

Go to Business Tab:

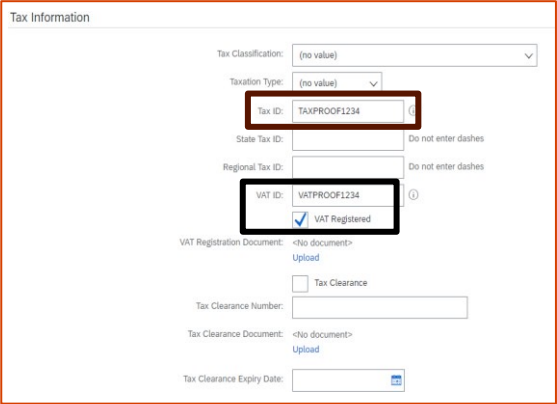
2

The screenshot shows the 'Additional Information' section. The 'Business' tab is highlighted with a black box. The section includes tabs for 'Additional Addresses', 'Business', 'Contacts', and 'Additional Documents'. A note at the bottom states: '* Indicates a required field'.

Navigate to the Tax Information Section:

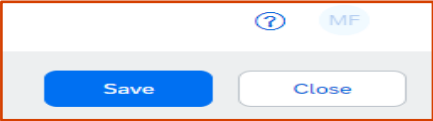
3

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.

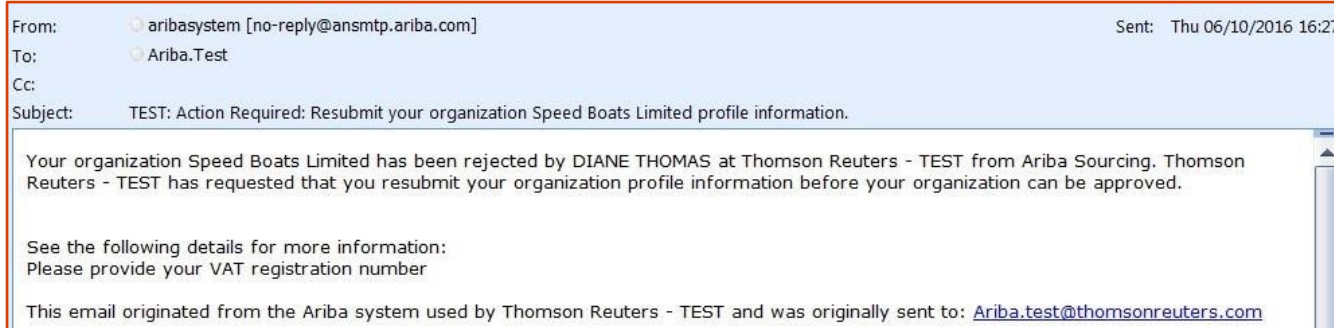
The screenshot shows the 'Tax Information' section. The 'Tax ID' field is highlighted with a black box and contains the value 'TAXPROOF1234'. The 'VAT ID' field is also highlighted with a black box and contains the value 'VATPROOF1234'. The 'VAT Registered' checkbox is checked. The section includes fields for 'Tax Classification', 'Taxation Type', 'State Tax ID', 'Regional Tax ID', 'VAT Registration Document', 'Tax Clearance Number', 'Tax Clearance Document', and 'Tax Clearance Expiry Date'.

Save the profile with updates:

4

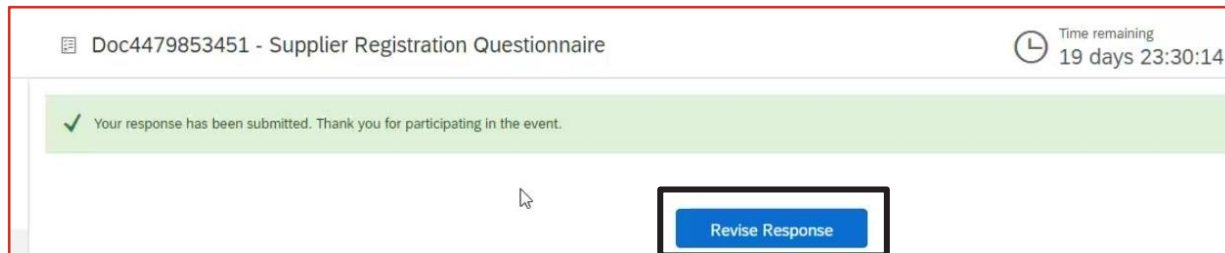
The screenshot shows a modal dialog with two buttons: 'Save' (blue) and 'Close' (white). The dialog also includes a question mark icon and the text 'MF'.

Ariba: Thomson Reuters requires more information

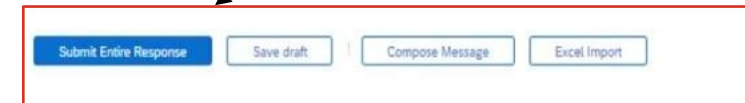


12) The Supplier Registration Questionnaire may be returned to you if there is a requirement to obtain more information from the supplier or if clarification is needed regarding any answers you have provided.

13) Following log-on to your Ariba Network Account, select "Registration Questionnaire" and click on "Revise response" once the questionnaire opens to update the information.



14) Once the response is revised, click on "Submit Entire Response".



Ariba: Approval or Rejection

From	Subject
aribasystem	TEST: Organization Speed Boats Limited has been approved by Thomson Reuters

SAP Ariba

Your organization Speed Boats Limited has been approved by DIANE THOMAS at Thomson Reuters - TEST for Ariba Sourcing. Your organization is now authorized to participate in activities with Thomson Reuters - TEST on Ariba Sourcing.

Approved for transacting with Thomson Reuters

This email originated from the Ariba system used by Thomson Reuters - TEST and was originally sent to: Ariba.test@thomsonreuters.com

15) Approval: Your company has now been approved for trading with Thomson Reuters and you will be notified by email.

From	Subject
aribasystem	TEST: Organization Speed Boats Limited. has been rejected by Thomson Reuters

Your organization Speed Boats Limited. has been rejected by DIANE THOMAS at Thomson Reuters - TEST from Ariba Sourcing. Your organization is currently not authorized to participate in activities with Thomson Reuters - TEST on Ariba Sourcing.

This supplier is not approved for trading with Thomson Reuters.

This email originated from the Ariba system used by Thomson Reuters - TEST and was originally sent to: Ariba.test@thomsonreuters.com

16) Rejection: You will be notified by email if your organization has been rejected for trading with Thomson Reuters, please contact your Thomson Reuters business sponsor.

Ariba: The Supplier already has an Ariba Network Account

Welcome, Test Supplier

Have a question? [Click here to see a Quick Start guide.](#)

Sign up as a supplier with **Thomson Reuters - TEST** on SAP Ariba.

Thomson Reuters - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Thomson Reuters - TEST.

Already have an account? **Log In**

17) If the supplier already has a 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.

Enter Your Account Information

You are using an Ariba Sourcing test account to register on the Ariba Commerce Cloud. Enter your existing Ariba Commerce Cloud, SAP Business Commerce Cloud test account profile will become your Ariba Sourcing supplier test account profile.

Username:*

Password:*

Continue Cancel

18) Enter your existing Username and Password and click "continue".

19) Once Username and Password details have been entered, the supplier should continue from page 7 for Instructions.

How to Update your Ariba Network Profile:

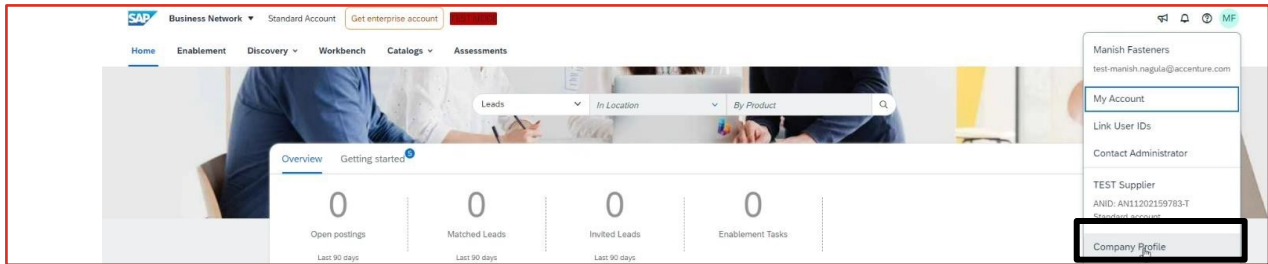
Login to Ariba Supplier Network:

1



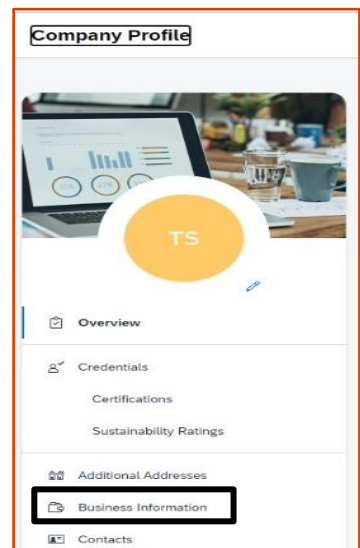
Click on Company Profile:

2



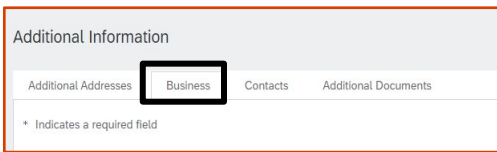
Go to Company Profile and click on Business Information tab:

3



Go to Business Tab:

4



Navigate to the Tax Information Section:

5

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.

Save the profile with updates:

6

