

Ariba Light Account : How to Upload PO Invoice

1 Locate and open the original **Purchase Order** email notification (Be sure to select the correct PO email if you have several POs with Thomson Reuters)

2 Click **Process Order** from the body of the email. This will automatically open Ariba in another browser tab.

Note : You will be prompted to do either two of the following :

- If you don't have an account, click **Sign up** to start the registration
- If you have an **existing** Ariba Network account with another customer, click **Log in** to process and you will be connected to the Purchase Order Page to process an invoice

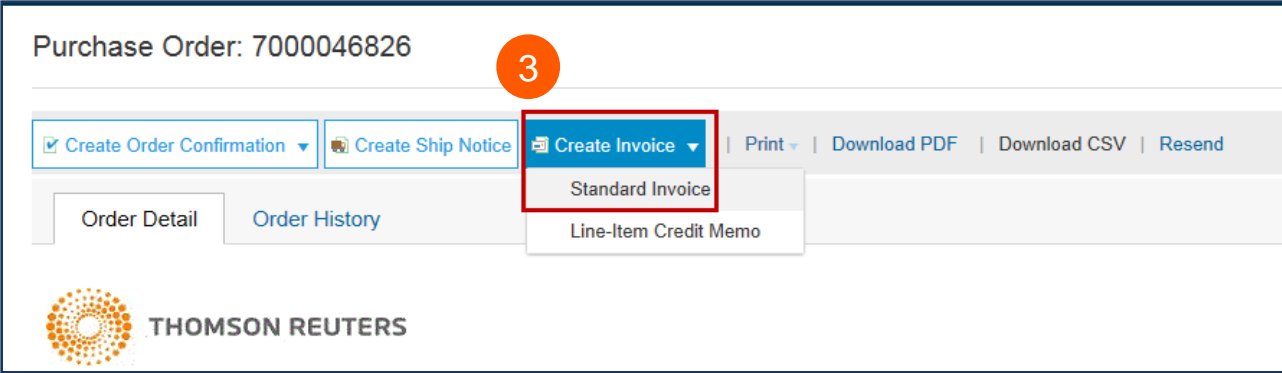
You will then be taken to the **Supplier Login Page**. Enter your login details.

The screenshot shows an email interface. At the top, the header reads: "From: 'Thomson Reuters - TEST' [mailto:ordersender-prod@ansmtp.ariba.com] Sent: Tuesday, August 01, 2017 10:24 AM To: Thompson, Mark J (TR Technology & Ops) Subject: Thomson Reuters - TEST sent a new Purchase Order 7000046748". Below the header, the email body contains the SAP Ariba logo and the text: "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." A blue button labeled "Process order" is visible. Below the main text, there is a section titled "This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit http://www.ariba.com." followed by a detailed purchase order summary including sender and recipient information.

The screenshot shows the SAP Ariba "Supplier Login" page. The header includes the SAP Ariba logo and the text "Orders & Invoices Powered by Ariba Network". The main heading is "Supplier Login". Below this, it states: "Your company DTCC EUROPE LTD-UAT-TEST is already registered. If you don't have a user account, request one now." There are two input fields for "User Name" and "Password", and a blue "Login" button. At the bottom, there is a link: "Having trouble logging in?"

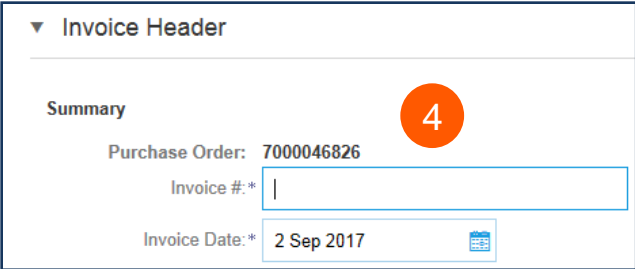
Ariba Light Account : How to Upload PO Invoice

3 Click the **Create Invoice** from the Purchase Order Page



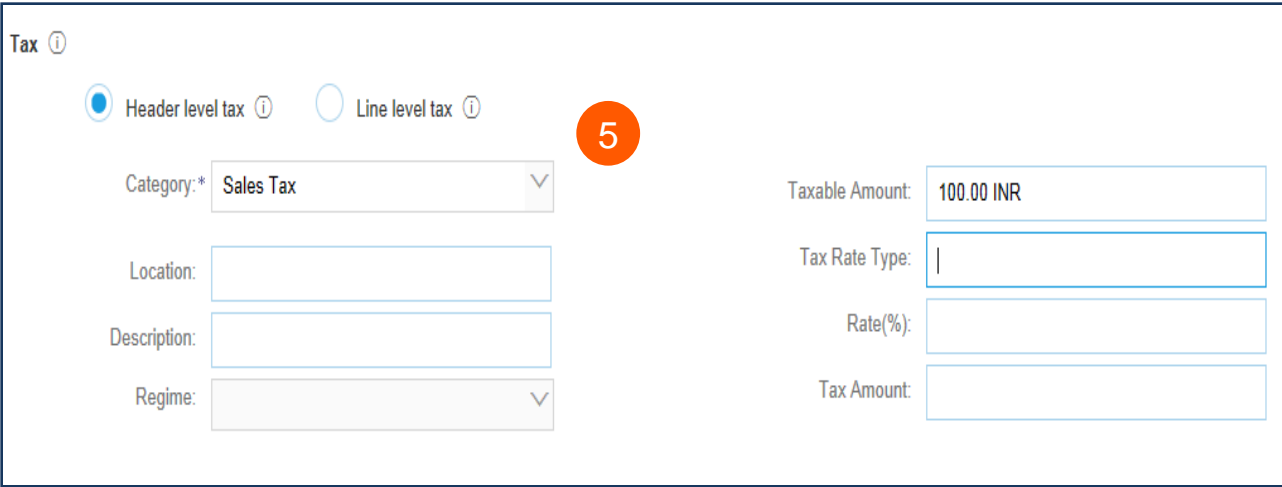
4 Complete the following fields in the **Invoice Header Summary** section.

- Enter the **Invoice Number**
- Adjust **invoice date** if necessary



5 Scroll down to the **Tax** section.

- Select either header or line level tax.
- Change the category of tax if needed.
- Adjust the taxable amount if you are entering a partial invoice.
- Enter appropriate tax Rate (%) or Amount



Ariba Light Account : How to Upload PO Invoice

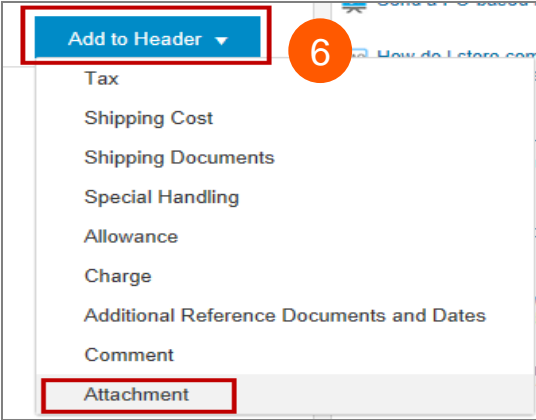
6 **OPTIONAL: Add Attachments** Scroll down to Add to Header (located just above Line Items). Here you can attach supporting documents.

- Click **Add to Header**
- Select **Attachment** (at the bottom of the drop-down list)
- Click **Choose File** or **Browse**, then locate and select the document on your computer
- Click **Add Attachment**


After it's attached, you'll see it on the screen like this.

Or you may see changes in a paper clip icon. This will update as you add attachments.

From:  To: 



Name	Size (bytes)	Content Type
<input type="checkbox"/> Supplier.pdf	82190	application/pdf

 [Delete](#)

Ariba Light Account : How to Upload PO Invoice

7 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 needed.
- 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.

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount Add to Included Lines

<input type="checkbox"/>	No.	Include	Quantity	Subtotal
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	10	100.00 INR
<input type="checkbox"/>	2	<input type="checkbox"/>		

Subtotal:	100.00 INR
Total Tax:	0.00 INR
Total Amount without Tax:	100.00 INR
Tax:	
Amount Due:	100.00 INR

8 Click **Update** or **Next** to move to the next screen to review your invoice

Ariba Light Account : How to Upload PO Invoice

9 Invoice summary screen will be displayed. Review the invoice details and click the **Submit** button.

Ariba Network Test Mode Upgrade from light account Learn More Company Settings Nancy 9 Help Center >>

Create Invoice Previous Save Submit Exit

Confirm and submit this document. It will be electronically signed according to the compliance map and your customer's invoice rules. This transaction qualifies as Domestic Trade. The document's originating country is: United Kingdom. The document's destination country is: United Kingdom. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice # : 20170901THREE
Invoice Date : Saturday 2 Sep 2017 8:58 PM GMT+05:30
Original Purchase Order : 7000046826

Subtotal: 100.00 INR
Total Tax: 0.00 INR
Total Amount without Tax: 100.00 INR £0.12 GBP
Amount Due: 100.00 INR
(1 Indian Rupee = 0.0121 British Pound)

REMIT TO:	BILL TO:	SUPPLIER:
SUMATHI NATHAN TRAINING CO. LTD-TEST Postal Address: INSIGHT DIRECT UK LTD SHEFFIELD S9 2BU United Kingdom	REUTERS LIMITED UK (3408) Postal Address (default): scanning.emea@thomsonreuters.com ATTN ACCOUNTS PAYABLE PO BOX 55744 LONDON TOWER HAMLETS E14 1DD United Kingdom Address ID: BT3408 Phone (work): +44 (0207) 5426435	SUMATHI NATHAN TRAINING CO. LTD-TEST Postal Address: INSIGHT DIRECT UK LTD SHEFFIELD S9 2BU United Kingdom

10 A confirmation will be displayed confirming your submission of the invoice.
Click the **Exit** link to exit invoice creation.

Ariba Network

Invoice 20170901THREE has been submitted.

10

- Print a copy of the invoice.
- Exit invoice creation.

Ariba Light Account : How to Upload PO Invoice

11 The system will display the Purchase Order page again (if the PO is not fully invoiced).

Click the **Done** button to log out of Purchase Order page. *(if you do not wish to upload another invoice)*

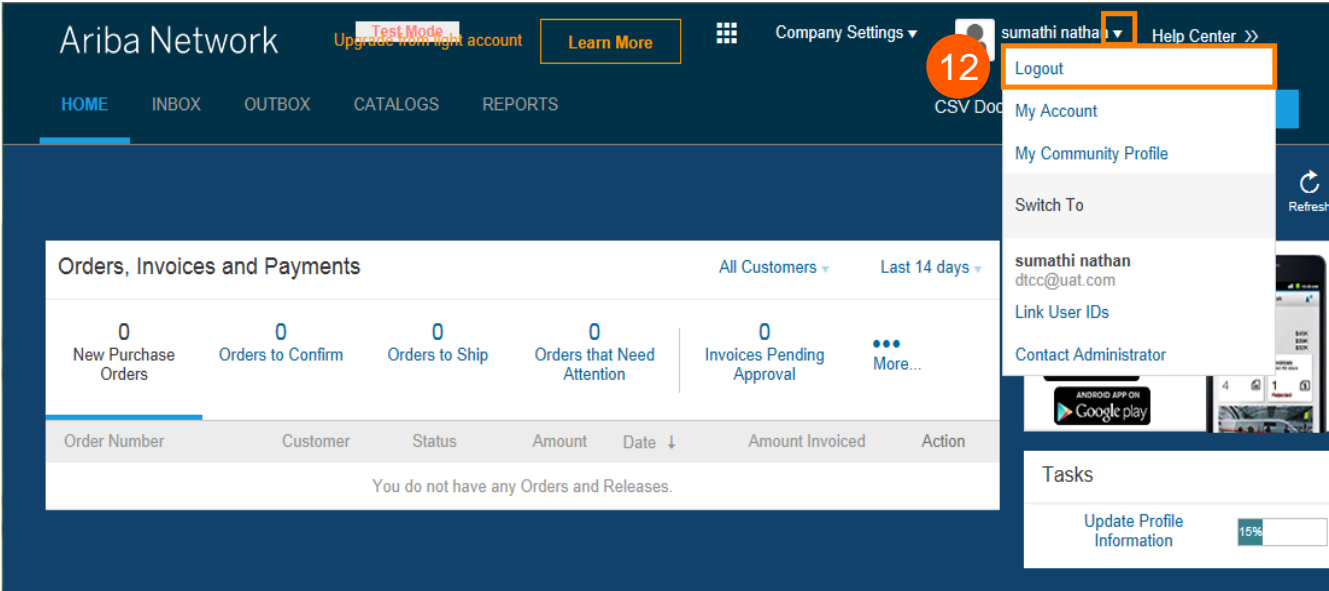
You will be taken to the Ariba Light Account **Home page** in the Portal.

The screenshot shows the Ariba Network interface for a Purchase Order. At the top, it says "Ariba Network" with a "Test Mode" indicator. There are links for "Upgrade from light account" and "Learn More". The user is identified as "Nancy Drew". The Purchase Order number is 7000046826. Below this, there are buttons for "Create Order Confirmation", "Create Ship Notice", and "Create Invoice", along with "Print", "Download PDF", "Download CSV", and "Resend". There are tabs for "Order Detail" and "Order History". The main content area shows the Thomson Reuters logo and contact information for "REUTERS LIMITED UK (3408)". It also displays the recipient information for "SUMATHI NATHAN TRAINING CO. LTD-TEST" and the purchase order details: "Purchase Order (Partially Invoiced) 7000046826", "Amount: 300.00 INR", and "Version: 1". A red circle with the number "11" is overlaid on the top right corner, and a blue "Done" button is visible.

The screenshot shows the Ariba Network Home page. At the top, it says "Ariba Network" with a "Test Mode" indicator. There are links for "Upgrade from light account" and "Learn More". The user is identified as "Nancy Drew". The page has a navigation bar with "HOME", "INBOX", "OUTBOX", "CATALOGS", and "REPORTS". There are also links for "CSV Documents" and "Create". The main content area is titled "Orders, Invoices and Payments" and shows a summary of various metrics: "0 New Purchase Orders", "0 Orders to Confirm", "0 Orders to Ship", "0 Orders that Need Attention", and "1 Invoices Pending Payment". Below this is a table with columns for "Order Number", "Customer", "Status", "Amount", "Date", "Amount Invoiced", and "Action". The table is currently empty, with the message "You do not have any Orders and Releases." displayed. There is a "Tasks" section with "Update Profile Information" at 15% completion. A mobile app promotion is also visible. At the bottom, there is a footer with "SAP Ariba" logo, user information, and copyright notice.

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12 To **Log out** from the Light Account Portal,
Go to **User Name** > Click dropdown arrow > Click **Logout**



Ariba Light Account : Next Steps

- 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 invoice 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 questions about this process or payment status, please email ap.queries@thomsonreuters.com

GETTING SUPPORT

For Support, please contact Global HelpDesk @ <https://thehub.thomsonreuters.com/docs/DOC-2048506>