

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)

1

From: "Thomson Reuters - TEST" [mailto:ordersender-prod@ansmta.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

From: "Thomson Reuters - TEST" [mailto:ordersender-prod@ansmta.ariba.com]
To: Nathan, [REDACTED]
Cc:
Subject: Thomson Reuters - TEST sent a new Purchase Order 7000046826
[Message](#) | [7000046826.htm \(20 KB\)](#)
Sent: Wed 8/9/201

SAP Ariba 

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.

2

Process order

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <http://www.ariba.com>.

From:
REUTERS LIMITED UK (3408)
scanning.emea@thomsonreuters.com
ATTN ACCOUNTS PAYABLE
PO BOX 55744
LONDON
TOWER HAMLETS
E14 1DD
United Kingdom
Phone: +44 (0207) 5426435

To: [REDACTED] **TRAINING CO. LTD-**
TEST
INSIGHT DIRECT UK LTD
SHEFFIELD
S9 2BU
United Kingdom
Phone:
Fax:
Email: [REDACTED] @THOMSONREUTERS.COM

Purchase Order
(New)
7000046826
Amount: 300.00 INR
Version: 1

SAP Ariba  Orders & Invoices Powered by Ariba Network

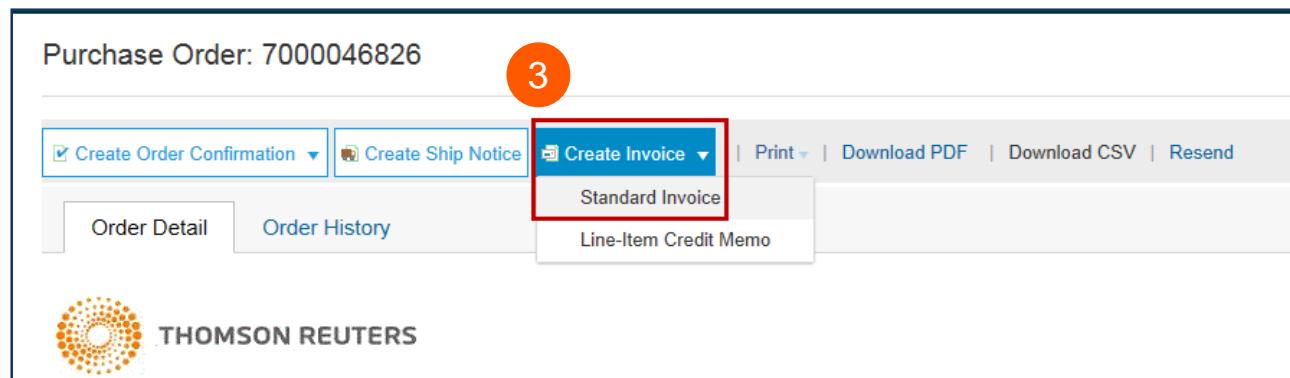
Supplier Login

Your company DTCC EUROPE LTD-UAT-TEST is already registered.
If you don't have a user account, request one now.

User Name
Password
Login
Having trouble logging in?

Ariba Light Account : How to Upload PO Invoice

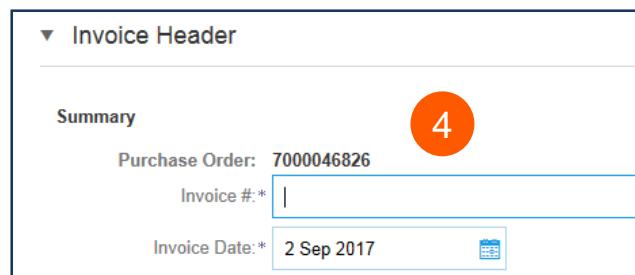
3 Click the **Create Invoice** from the Purchase Order Page



The screenshot shows the Purchase Order page for Purchase Order 7000046826. At the top, there are three buttons: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The 'Create Invoice' button is highlighted with a red box and a red circle containing the number 3. Below these buttons are tabs for 'Order Detail' and 'Order History'. To the right of the tabs are links for 'Print', 'Download PDF', 'Download CSV', and 'Resend'. The THOMSON REUTERS logo is at the bottom.

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

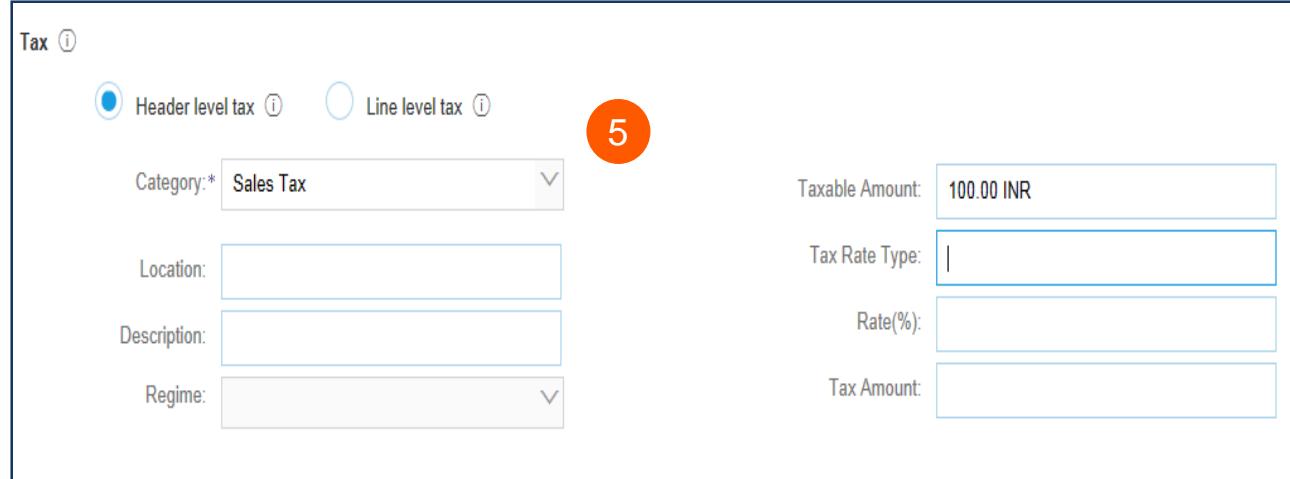
- Enter the **Invoice Number**
- Adjust **invoice date** if necessary



The screenshot shows the 'Invoice Header' section. It includes a 'Summary' table with 'Purchase Order: 7000046826' and 'Invoice #:*' (empty). Below the table is an 'Invoice Date: 2 Sep 2017' field with a calendar icon. A red circle containing the number 4 is positioned above the 'Invoice #:*' field.

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



The screenshot shows the 'Tax' section. It has two radio buttons: 'Header level tax' (selected) and 'Line level tax'. Below are fields for 'Category: Sales Tax', 'Location' (empty), 'Description' (empty), and 'Regime' (empty). To the right are fields for 'Taxable Amount: 100.00 INR', 'Tax Rate Type' (empty), 'Rate(%):' (empty), and 'Tax Amount' (empty). A red circle containing the number 5 is positioned above the 'Category' field.

Ariba Light Account : How to Upload PO Invoice

6

OPTIONAL: Add

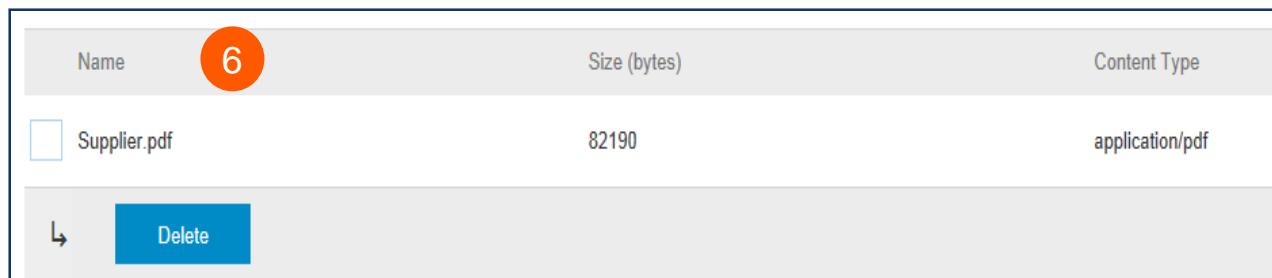
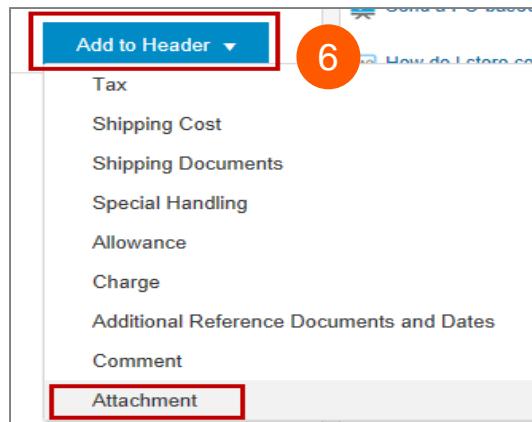
Attachments Scroll down to Add to Header (*located just above Line Items*). Here you can attach supporting documents.

- 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	6	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.

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount

No.	Include
1	<input checked="" type="checkbox"/>
2	<input type="checkbox"/>

7

Quantity		Subtotal
10		100.00 INR

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.

7

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

8

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

Update

8

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	Subtotal: 100.00 INR
Invoice Date : Saturday 2 Sep 2017 8:58 PM GMT+05:30	Total Tax: 0.00 INR
Original Purchase Order : 700046826	Total Amount without Tax: 100.00 INR
	£0.12 GBP
	Amount Due: 100.00 INR
(1 Indian Rupee = 0.0121 British Pound)	

REMIT TO:
SUMATHI NATHAN
TRAINING CO. LTD-TEST

Postal Address:
INSIGHT DIRECT UK LTD
SHEFFIELD

S9 2BU
United Kingdom

BILL TO:
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

SUPPLIER:
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.

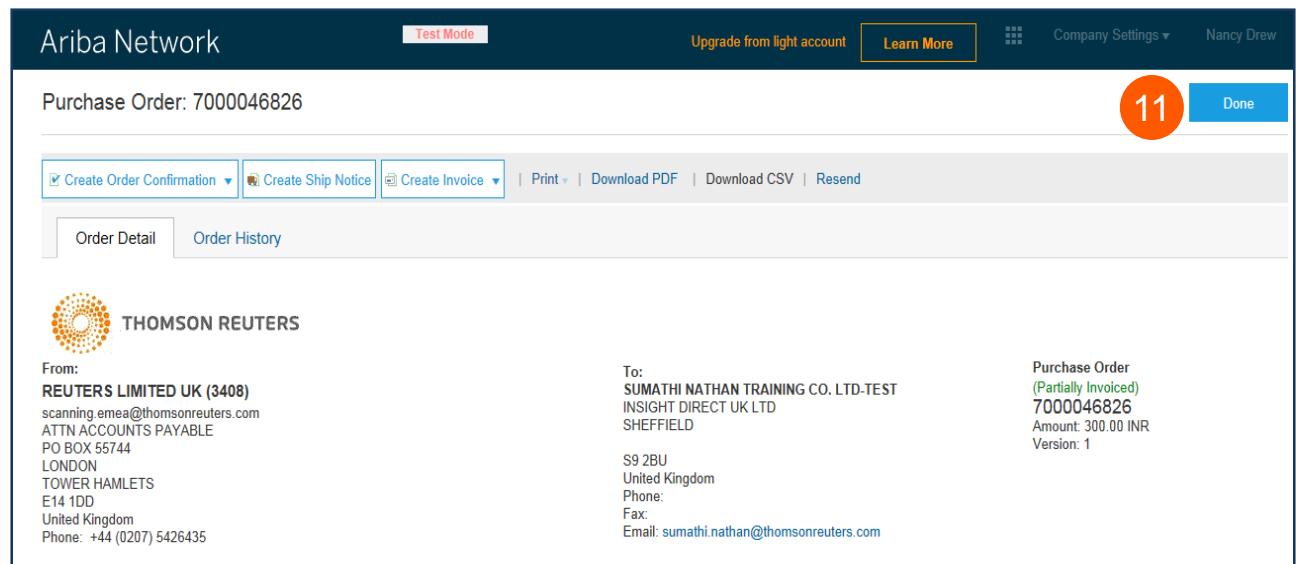


Ariba Light Account : How to Upload PO Invoice

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



Ariba Network

Purchase Order: 7000046826

Order Detail Order History

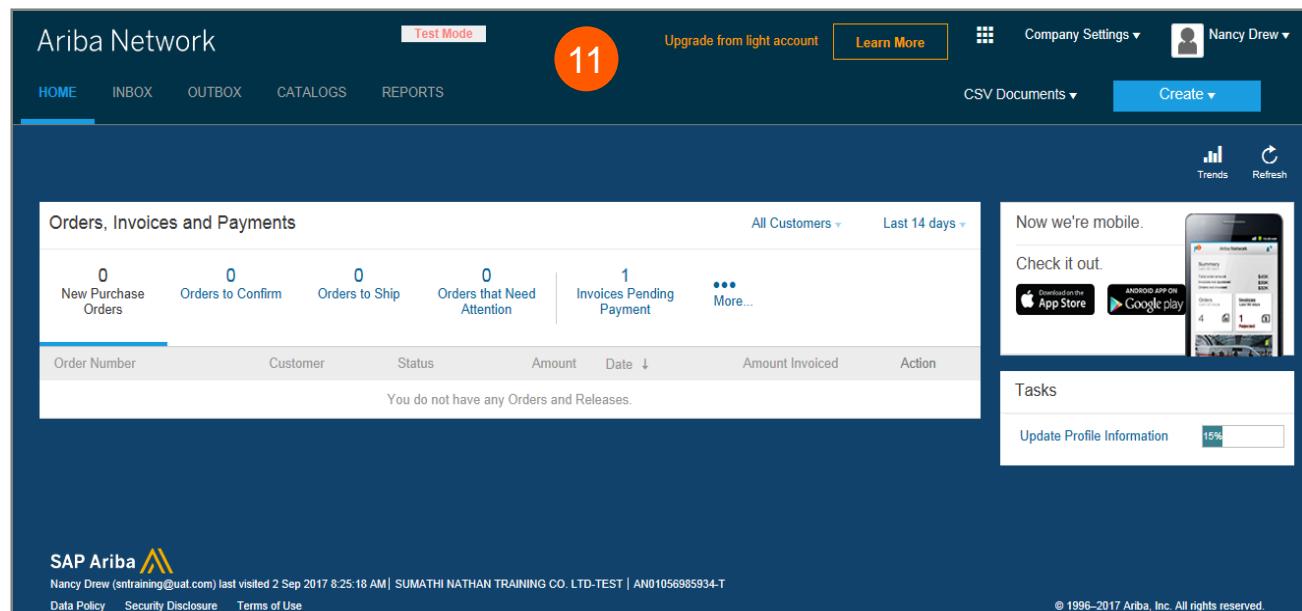
From: **REUTERS LIMITED UK (3408)**
scanning.emea@thomsonreuters.com
ATTN ACCOUNTS PAYABLE
PO BOX 55744
LONDON
TOWER HAMLETS
E14 1DD
United Kingdom
Phone: +44 (0207) 5426435

To: **SUMATHI NATHAN TRAINING CO. LTD-TEST**
INSIGHT DIRECT UK LTD
SHEFFIELD
S9 2BU
United Kingdom
Phone:
Fax:
Email: sumathi.nathan@thomsonreuters.com

Purchase Order
(Partially Invoiced)
7000046826
Amount: 300.00 INR
Version: 1

11 Done

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



Ariba Network

Test Mode Upgrade from light account Learn More

HOME INBOX OUTBOX CATALOGS REPORTS

CSV Documents ▾ Create ▾

11

Orders, Invoices and Payments

All Customers ▾ Last 14 days ▾

New Purchase Orders	Orders to Confirm	Orders to Ship	Orders that Need Attention	Invoices Pending Payment	More...
0	0	0	0	1	...

Order Number Customer Status Amount Date ↓ Amount Invoiced Action

You do not have any Orders and Releases.

Now we're mobile. Check it out: Download on the App Store ANDROID APP ON Google play

Tasks

Update Profile Information

SAP Ariba 
Nancy Drew (sntrainig@uat.com) last visited 2 Sep 2017 8:25:18 AM | SUMATHI NATHAN TRAINING CO. LTD-TEST | AN01056985934-T
Data Policy Security Disclosure Terms of Use

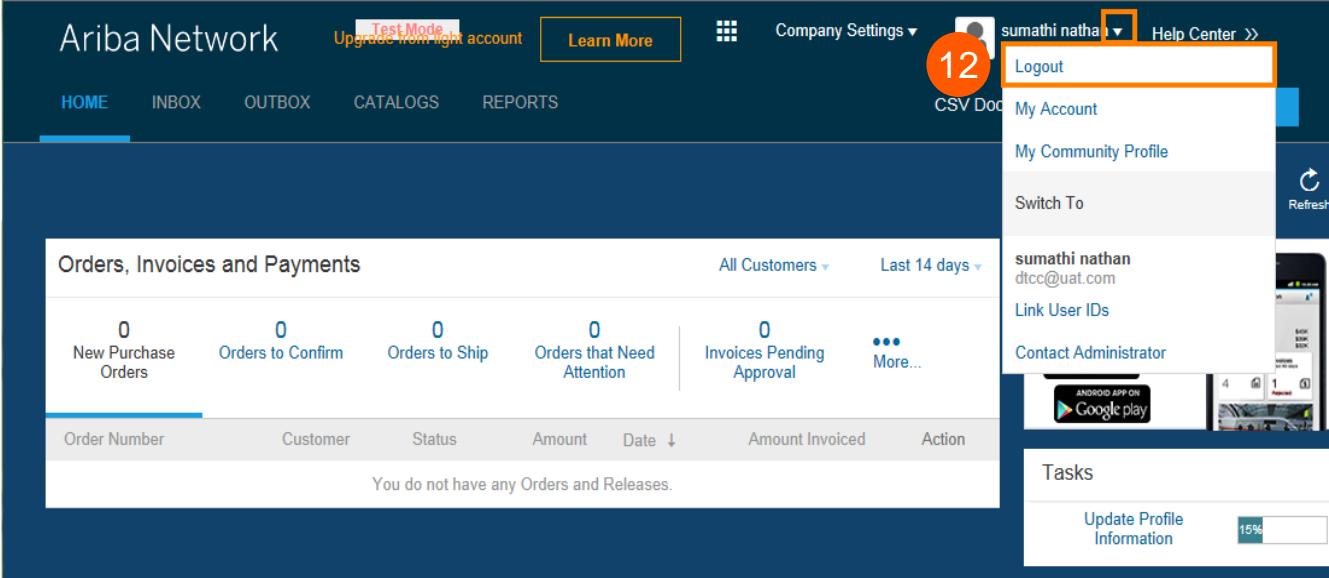
© 1996-2017 Ariba, Inc. All rights reserved.

Ariba Light Account : How to Upload PO Invoice

12

To **Log out** from the Light Account Portal,

Go to **User Name** > Click dropdown arrow > Click **Logout**



The screenshot shows the Ariba Network Home page. At the top right, the user name "sumathi nathan" is displayed with a dropdown arrow, and the "Logout" option is highlighted with an orange box. A red circle with the number "12" is overlaid on the top right corner of the page. The main content area displays "Orders, Invoices and Payments" statistics: 0 New Purchase Orders, 0 Orders to Confirm, 0 Orders to Ship, 0 Orders that Need Attention, 0 Invoices Pending Approval, and a "More..." link. Below this is a table header with columns: Order Number, Customer, Status, Amount, Date (sorted by Date), Amount Invoiced, and Action. A message at the bottom states, "You do not have any Orders and Releases."

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 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 questions about this process or payment status, please submit Helpdesk Ticket: Thomson Reuters Employees through [Service Now](#) and Suppliers in [Supplier Portal](#)

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:

MyHelpDesk:

All service inquiries must go through [Support Portal](#) with a ticket; the call center is currently unavailable at this time.