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).

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.
Click the Create Invoice from the Purchase Order Page

Complete the following fields in the Invoice Header Summary section.

- Enter the Invoice Number
- Adjust invoice date if necessary

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
**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: 📝
Ariba Light Account: How to Upload PO Invoice

1. 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.

2. Click Update or 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 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.
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 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.