

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.

1

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


From: "Thomson Reuters - TEST" [ordersender-prod@ansmtp.ariba.com] Sent: Wed 8/9/2017
To: Nathan, [REDACTED]
Cc:
Subject: Thomson Reuters - TEST sent a new Purchase Order 7000046826

Message | 7000046826.htm (20 KB)

SAP Ariba

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](#).


 **THOMSON REUTERS**

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
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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

Purchase Order: 7000046826

3

☒ Create Order Confirmation ☐ Create Ship Notice ☒ Create Invoice

Order Detail Order History

 THOMSON REUTERS

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

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

▼ Invoice Header

Summary

Purchase Order: 7000046826

Invoice #:

Invoice Date:

4

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

Tax ⓘ

☒ Header level tax ⓘ ☐ Line level tax ⓘ

Category:

Location:

Description:

Regime:

5

Taxable Amount:

Tax Rate Type:

Rate(%):

Tax Amount:

Ariba Light Account : How to Upload PO Invoice

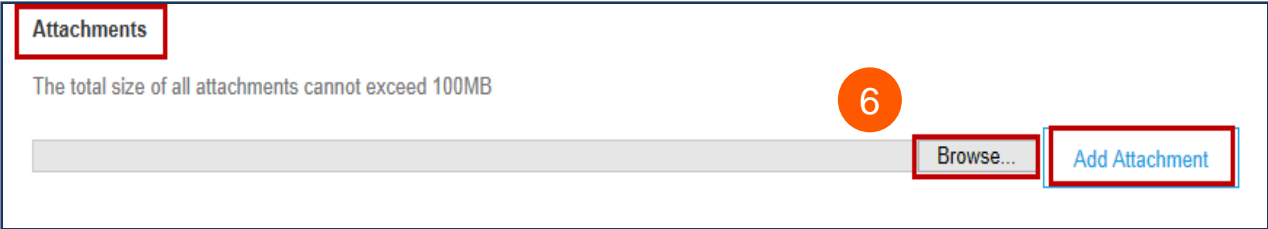
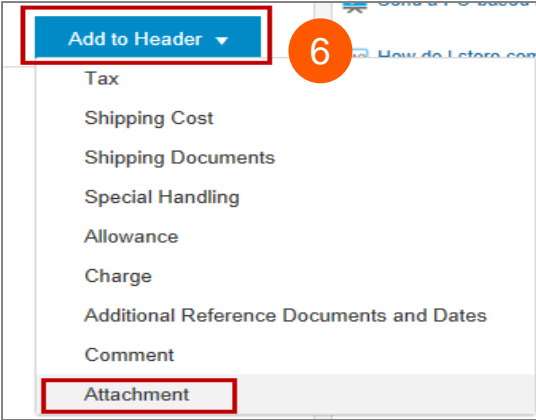
6 **OPTIONAL: Add Attachments** Scroll down to Add to Header (located just above Line Items). Here you can attach supporting documents.


- 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: 



6		
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.

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

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category:

7

☐ 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"/>		

7

Subtotal: 100.00 INR

Total Tax: 0.00 INR

Total Amount without Tax: 100.00 INR

Tax:

Amount Due: 100.00 INR

Update

Save

Exit

Next

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
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:
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 Network

Invoice 20170901THREE has been submitted.

10

- [Print](#) a copy of the invoice.
- [Exit](#) invoice creation.

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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.

Ariba Network

Test Mode

Upgrade from light account

Learn More

Company Settings

Nancy Drew

Purchase Order: 7000046826

11

Done

Create Order Confirmation

Create Ship Notice

Create Invoice

Print


Download PDF

Download CSV

Resend

Order Detail

Order History

 THOMSON REUTERS

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

Ariba Network

Test Mode

Upgrade from light account

Learn More

Company Settings

Nancy Drew

HOME

INBOX

OUTBOX

CATALOGS

REPORTS

CSV Documents

Create

Trends

Refresh

Orders, Invoices and Payments

All Customers

Last 14 days

0

New Purchase Orders

0

Orders to Confirm

0

Orders to Ship

0

Orders that Need Attention

1

Invoices Pending Payment

...

More...

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

15%

SAP Ariba

Nancy Drew (sntraining@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

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Ariba Light Account : How to Upload PO Invoice

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

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

Ariba Network

Test Mode

Upgrade from light account

Learn More

Company Settings

sumathi nathan

Help Center >>

HOME

INBOX

OUTBOX

CATALOGS

REPORTS

Logout

My Account

My Community Profile

Switch To

sumathi nathan

dtcc@uat.com

Link User IDs

Contact Administrator

Android App on Google play

Tasks

Update Profile Information

15%

Orders, Invoices and Payments

All Customers

Last 14 days

0

New Purchase Orders

0

Orders to Confirm

0

Orders to Ship

0

Orders that Need Attention

0

Invoices Pending Approval

More...

Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action
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.