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 8/9/201
To: Nathan,
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.

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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: To: Purchase Order
REUTERS LIMITED UK (3408)   TRAINING CO. LTD-   **(New)**
scanning.emea@thomsonreuters.com   TEST   7000046826
ATTN ACCOUNTS PAYABLE   INSIGHT DIRECT UK LTD   Amount: 300.00 INR
PO BOX 55744   SHEFFIELD   Version: 1
LONDON
TOWER HAMLETS   S9 2BU
E14 1DD   United Kingdom
United Kingdom   Phone:
Phone: +44 (0207) 5426435   Fax:
                                         Email:
                                                    @THOMSONREUTERS.COM

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?

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Ariba Light Account : How to Upload PO Invoice

3   Click the **Create Invoice** from the Purchase Order Page
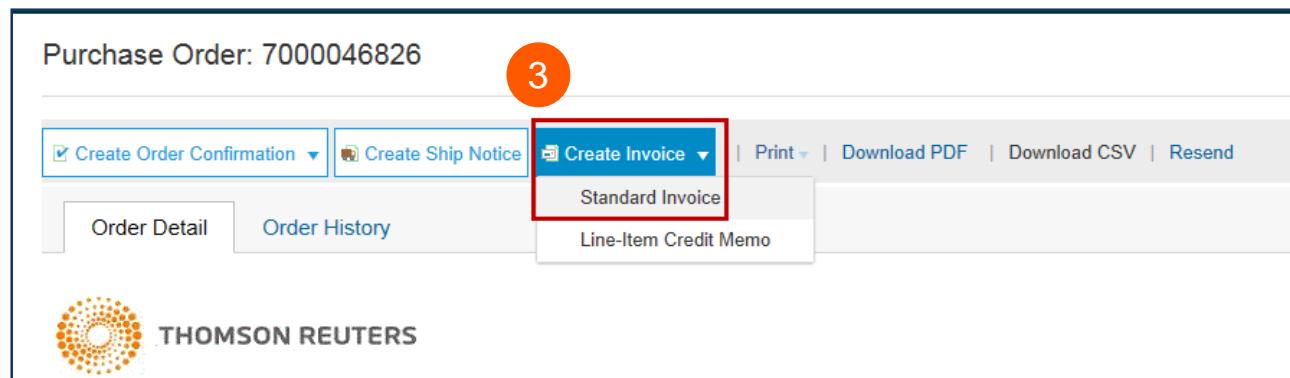
Purchase Order: 7000046826

3

Create Order Confirmation ▾ | Create Ship Notice | Create Invoice ▾ | Print ▾ | Download PDF | Download CSV | Resend

       Standard Invoice

Order Detail   Order History   Line-Item Credit Memo

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

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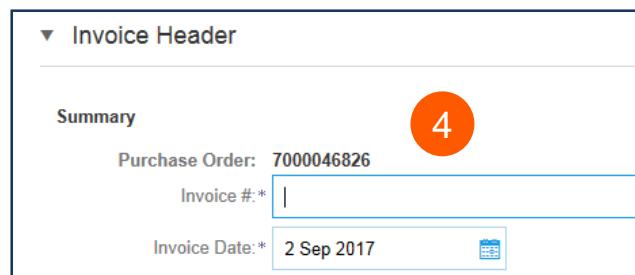
▼ Invoice Header

Summary

4

Purchase Order: 7000046826

Invoice #:*   [   ]

Invoice Date:*   2 Sep 2017   📅

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
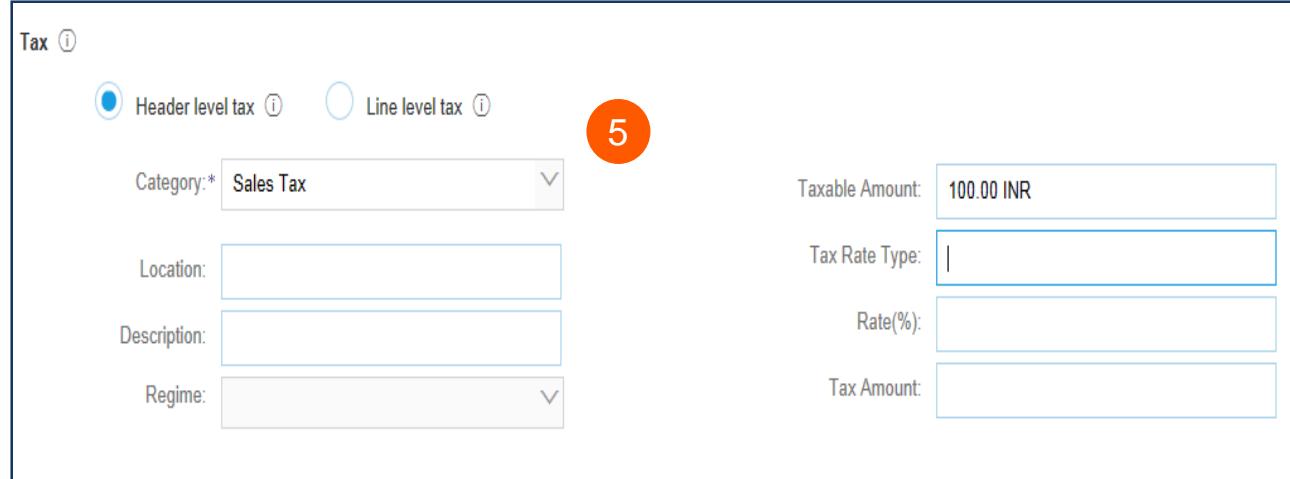
Tax ⓘ

◉ Header level tax ⓘ   ◯ Line level tax ⓘ

5

Category:*   Sales Tax ▾   Taxable Amount: 100.00 INR

Location: [   ]   Tax Rate Type: [|]

Description: [   ]   Rate(%):   [   ]

Regime: [▾]   Tax Amount: [   ]

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(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: 📎①

Add to Header ▼

Tax
Shipping Cost
Shipping Documents
Special Handling
Allowance
Charge
Additional Reference Documents and Dates
Comment
Attachment

Attachments

The total size of all attachments cannot exceed 100MB

Browse...   Add Attachment
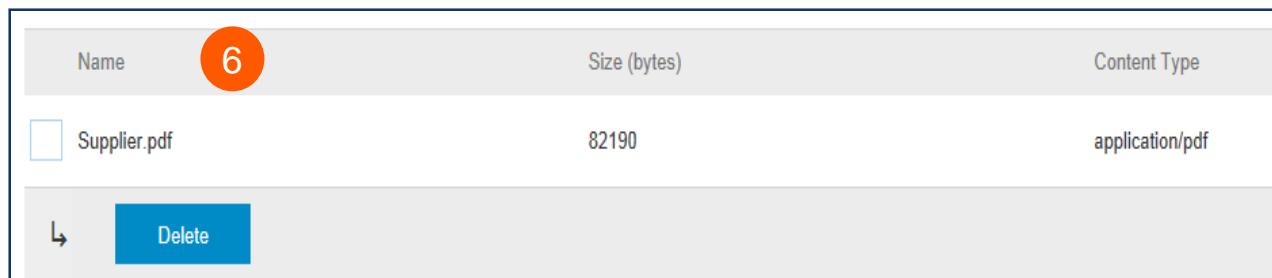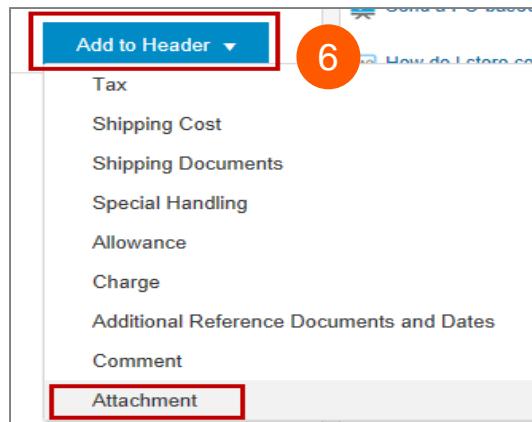
Name	Size (bytes)	Content Type
Supplier.pdf	82190	application/pdf

↳ Delete

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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

7 Tax Category: [▼]   ☐ Shipping Documents   ☐ Special Handling   ☐ Discount   [Add to Included Lines]

	No.	Include		Quantity		Subtotal
☑	1	⬤ (on)		10		100.00 INR
☐	2	⬤ (off)				

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]   [Save]   [Exit]   [Next]

8

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Ariba Light Account : How to Upload PO Invoice

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

10 A confirmation will be displayed confirming your submission of the invoice.

Click the **Exit** link to exit invoice creation.

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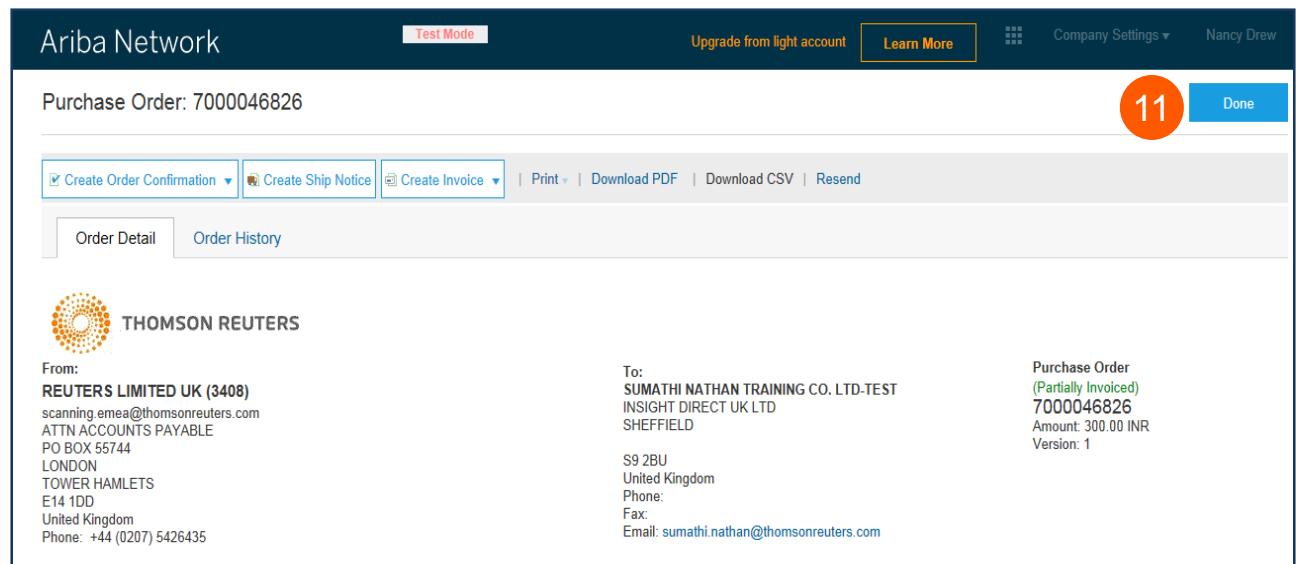
You will be taken to the Ariba Light Account **Home page** in the Portal.

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**

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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.

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