ARIBA Supplier Onboarding Program
Supplier User Guide

Thomson Reuters are unable to review and process your company as a supplier until the registration and subsequent questionnaire are completed.

Any sales invoices received will not be processed until the Supplier Onboarding Registration Process has been finalised.

August, 2018

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Ariba: Supplier Onboarding Program

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IMPORTANT NOTES FOR SUPPLIERS

- Thomson Reuters are unable to review and process your company as a supplier until the registration and subsequent questionnaire are completed.
- Any sales invoices received will not be processed until the Supplier Onboarding registration process has been finalised.
- Ariba times out after 30 minutes of inactivity.
- Supported Browsers

  Microsoft Edge 32-bit
  Microsoft Internet Explorer 11 32-bit
  Mozilla Firefox 49+ 64-bit
  Chrome 54+ 64-bit
  Safari 9+ 64-bit

- You should be aware that Ariba offers two versions; the Light Account and the Full Enabled Account. The Light Account will not incur any fees for you, as supplier, but the Full Account will. When registering with Ariba, you create an agreement directly with Ariba, to which Thomson Reuters is not a party. **Please ensure that the appropriate Ariba Account type is selected**, as if you select the Full Account, you will receive an invoice directly from Ariba. Thomson Reuters cannot accept accountability should the incorrect level be selected, nor can it accept liability for any fees incurred. Thomson Reuters can however assist you to switch back from the Full Enabled Account to the Light Account, if you notify Thomson Reuters accordingly.

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Ariba: Help

COMPLETION OF THE SUPPLIER PROFILE QUESTIONNAIRE

By phone:
Thomson Reuters Helpdesk Numbers – See page 17

By Email

- Vendorsetup.latam@tr.com (Latin America only)
- AP.Maintenance@tr.com (Rest of World)

* * * * *

TECHNICAL ASSISTANCE WITH THE ARIBA TOOL

http://www.ariba.com/help/ariba-answers/contact-us/ariba-customer-support-phone-numbers

Tip: Check you are using an Ariba supported browser – see page 2

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ACCOUNTS PAYABLE SPECIFIC INVOICES RELATED QUERIES - EMAIL

- Invoices.latam@tr.com (Latin America only)
- AP.Queries@tr.com (Rest of World)

Ariba: Invitation from Ariba to Supplier

From	Subject
Ariba Administrator	**Your Ariba Login Information**

1) The email from Ariba will appear like this in your email inbox.
If you haven't received the email, please check your spam/junk folders.

2) In the body of the email there is a link that you are required to click on to register your company on the Ariba Network or to access your existing Ariba Network account if you already have one.

SAP Ariba

Welcome, Chris Brown.

Thomson Reuters - TEST has registered you as a user on their Ariba Spend Management site. Before you can access Thomson Reuters - TEST's events, you must register on the Ariba Commerce Cloud.

Click Here to register on the Ariba Commerce Cloud and access your account.

If you are unable to launch a browser using this link, copy the link and paste it into the address bar of any of the supported Web browsers to form a single-line URL.

http://thomsonreuters-T.supplier.ariba.com?awsso_tkn=34ZUPdGUUr57f526d7ffffffffd86d6fd111

NOTE: This URL is only valid for 30 days. Make sure to register on the Ariba Commerce Cloud before the link expires. After you register on the Ariba Commerce Cloud, you can no longer use this link.

Thank you,
Ariba, Inc. Administrator

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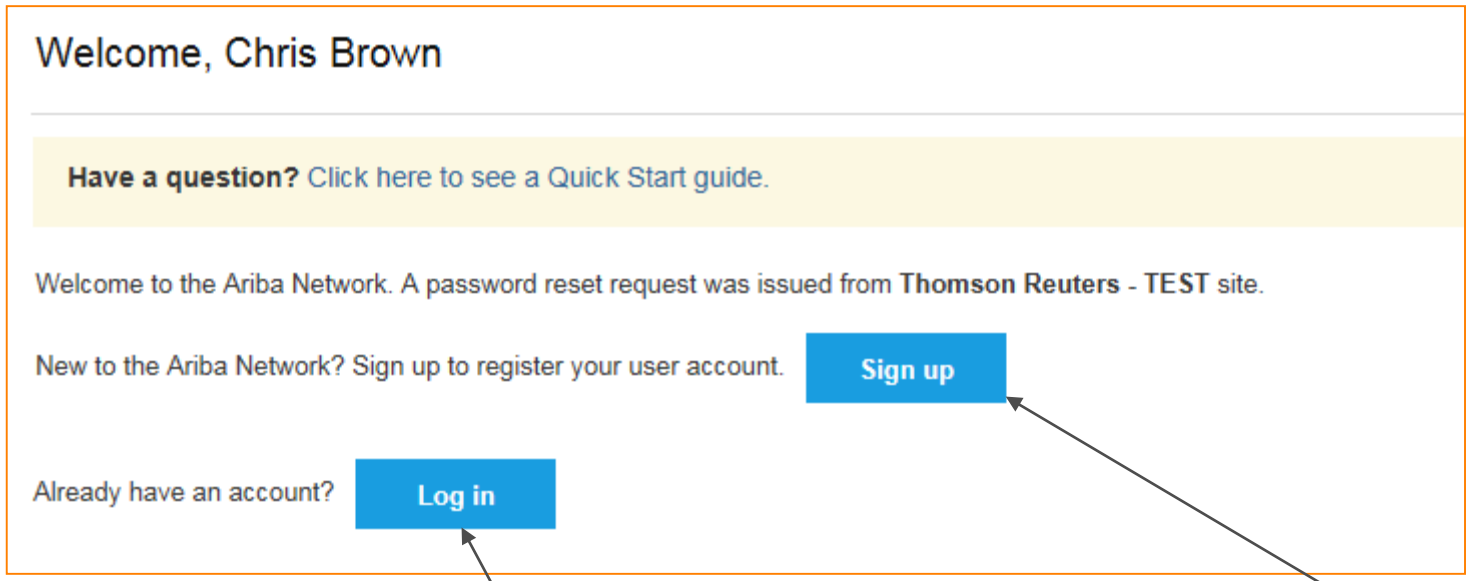
Ariba: Invitation to Supplier



3) Click the "Log in" link if you already have an Ariba Network account to log-in (see page 13)

4) Click "Sign up" if you are new to Ariba and wish to register for an Ariba Network account.

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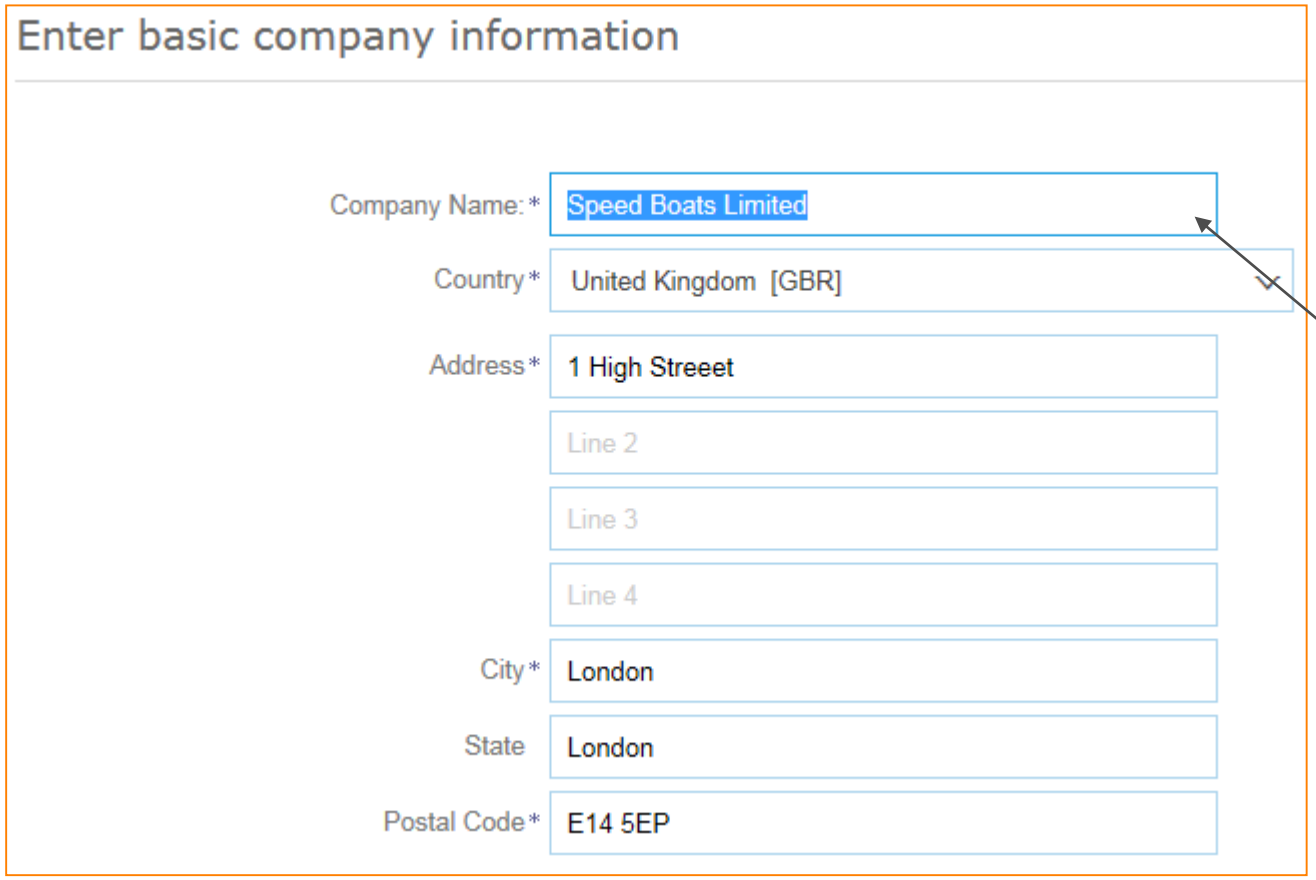
Ariba: Supplier Registration – Company details



5) Please check and complete your company details. Mandatory fields are marked with an asterix.

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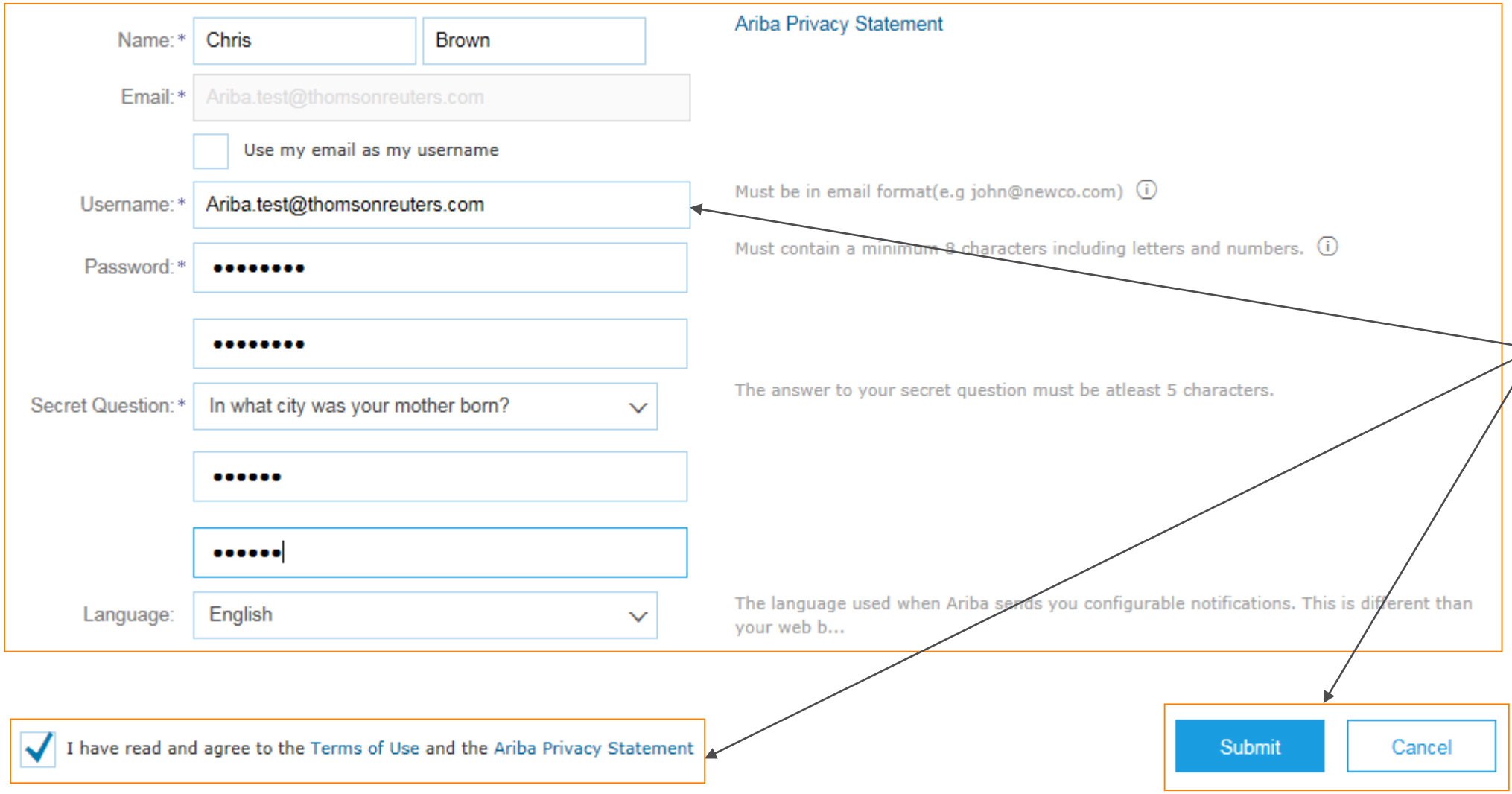
Ariba: Supplier Registration – User Account



6) Please complete the user account information. You can use your email for you username or create your own.
Read and confirm your agreement to the Ariba Terms of Use and Privacy Statement and click "Submit"

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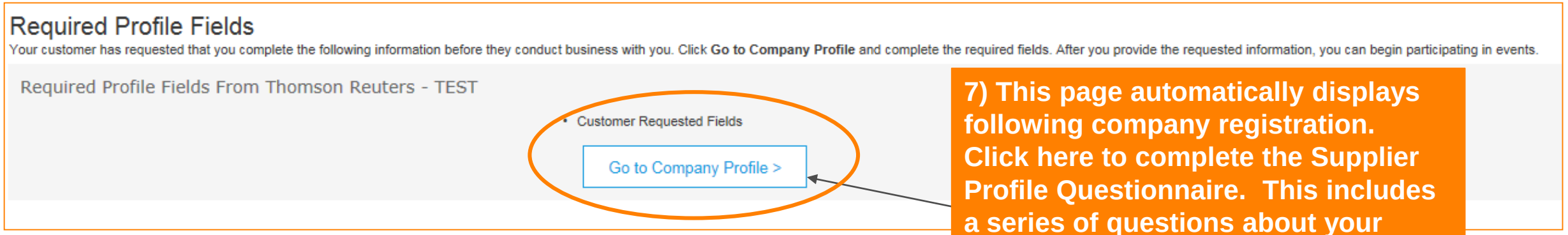
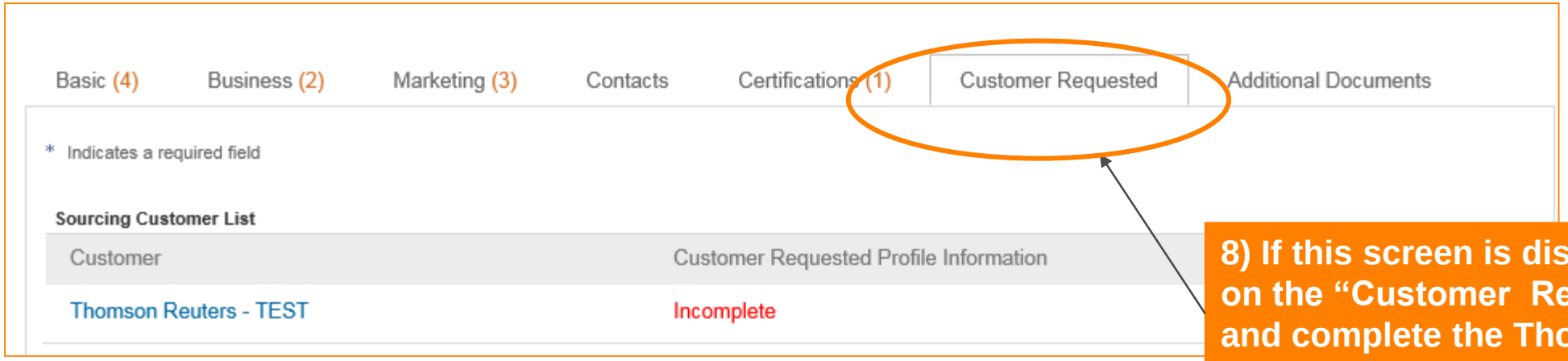
Ariba: Supplier Registration – User Account



7) This page automatically displays following company registration. Click here to complete the Supplier Profile Questionnaire. This includes a series of questions about your company including contact details, banking and tax details (if required) and a risk survey (if required).



8) If this screen is displayed, you should click on the "Customer Requested" tab to display and complete the Thomson Reuters Supplier Profile Questionnaire.

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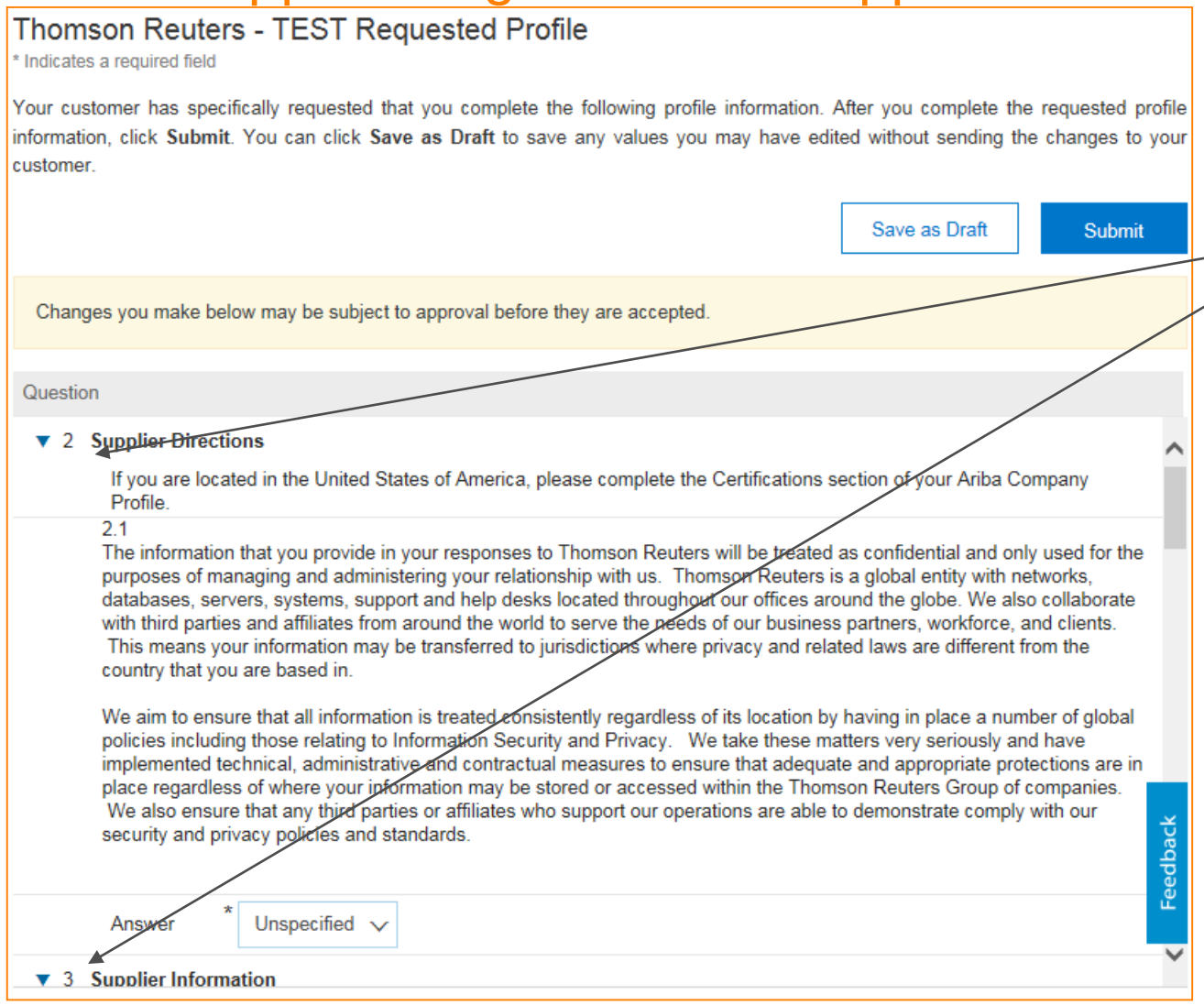
Ariba: Supplier Registration – Supplier Profile Questionnaire



9) In all cases there are 2 sections to complete. If there is a requirement to complete a risk survey, a further section will be displayed. Mandatory fields are marked with an asterisk.

10) Once the questionnaire has been completed, please "Submit"

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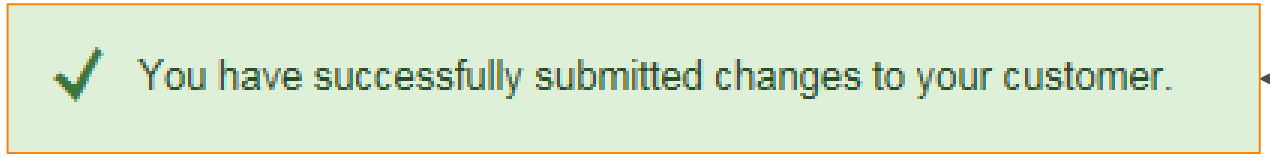
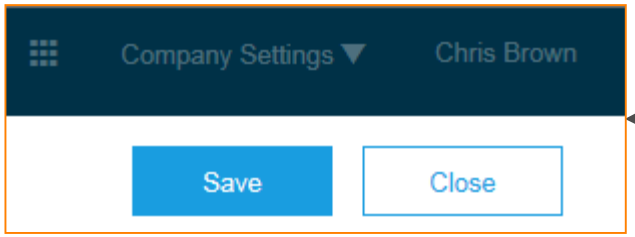
Ariba: Supplier Registration – Supplier Profile Questionnaire Completion

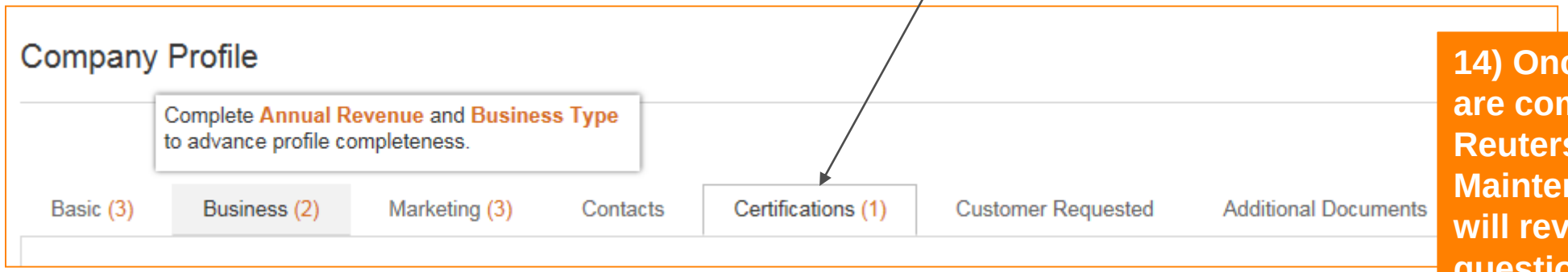


11) Confirmation can be seen once you have "Submitted" your response and can now close the pop-up window by clicking the "X" in the top right hand corner of the pop-up window.



12) After the pop-up window has closed, click "save" at the top of the screen.

13) USA
Suppliers based in United States of America are required to complete the certifications section of your Ariba Company Profile.



14) Once all these steps are completed, Thomson Reuters Vendor Maintenance department will review the questionnaire for approval.

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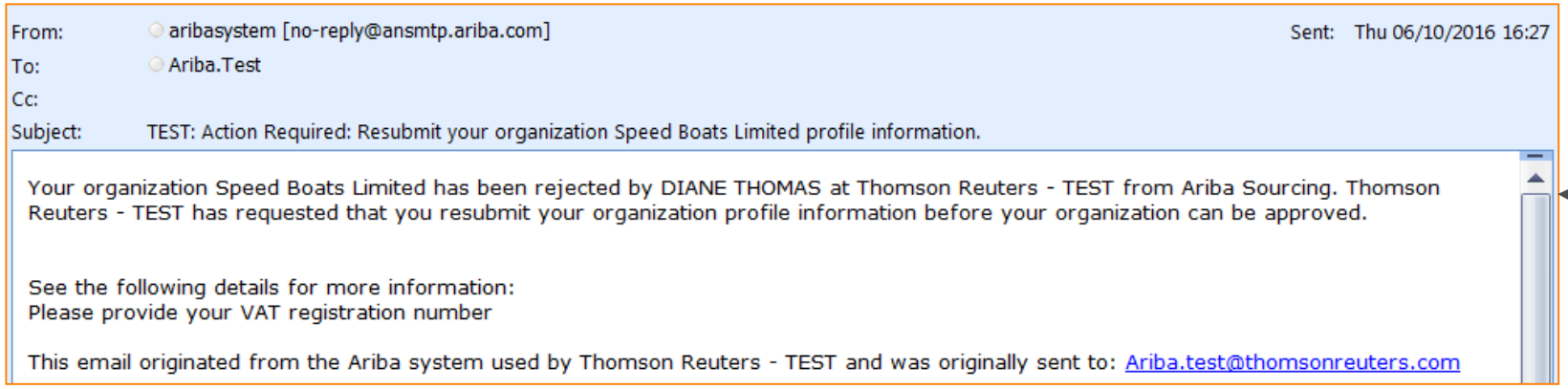
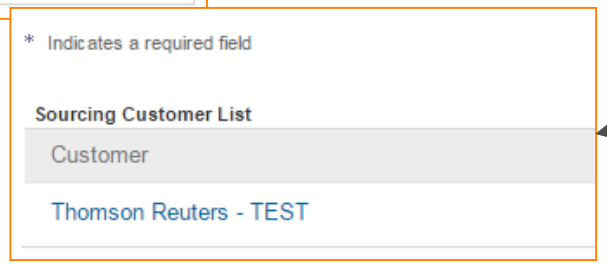
Ariba: Thomson Reuters requires more information

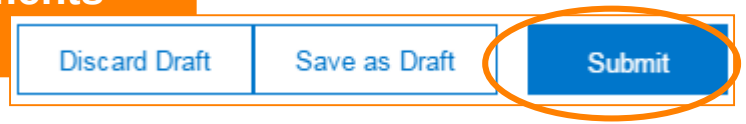


15) The Supplier Profile Questionnaire may be returned to you if there is a requirement to obtain more information from the supplier or if clarification is needed regarding any answers you have provided.

16) Following log-on to your Ariba Network Account, select "View customer requested fields" on top left hand side of screen. Select "Customer Requested".



17) Click on the "Thomson Reuters" link which will populate the Supplier Profile Questionnaire. Make the amendments required and click "submit".



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Ariba: Approval or Rejection

From	Subject
aribasystem	TEST: Organization Speed Boats Limited has been approved by Thomson Reuters

SAP Ariba

Your organization Speed Boats Limited has been approved by DIANE THOMAS at Thomson Reuters - TEST for Ariba Sourcing. Your organization is now authorized to participate in activities with Thomson Reuters - TEST on Ariba Sourcing.

Approved for transacting with Thomason Reuters

This email originated from the Ariba system used by Thomson Reuters - TEST and was originally sent to: Ariba.test@thomsonreuters.com

18) Approval: Your company has now been approved for trading with Thomson Reuters and you will be notified by email.

From	Subject
aribasystem	TEST: Organization Speed Boats Limited. has been rejected by Thomson Reuters

Your organization Speed Boats Limited. has been rejected by DIANE THOMAS at Thomson Reuters - TEST from Ariba Sourcing. Your organization is currently not authorized to participate in activities with Thomson Reuters - TEST on Ariba Sourcing.

This supplier is not approved for trading with Thomson Reuters.

This email originated from the Ariba system used by Thomson Reuters - TEST and was originally sent to: Ariba.test@thomsonreuters.com

19) Rejection: You will be notified by email if your organisation has been rejected for trading with Thomson Reuters, please contact your Thomson Reuters business sponsor.

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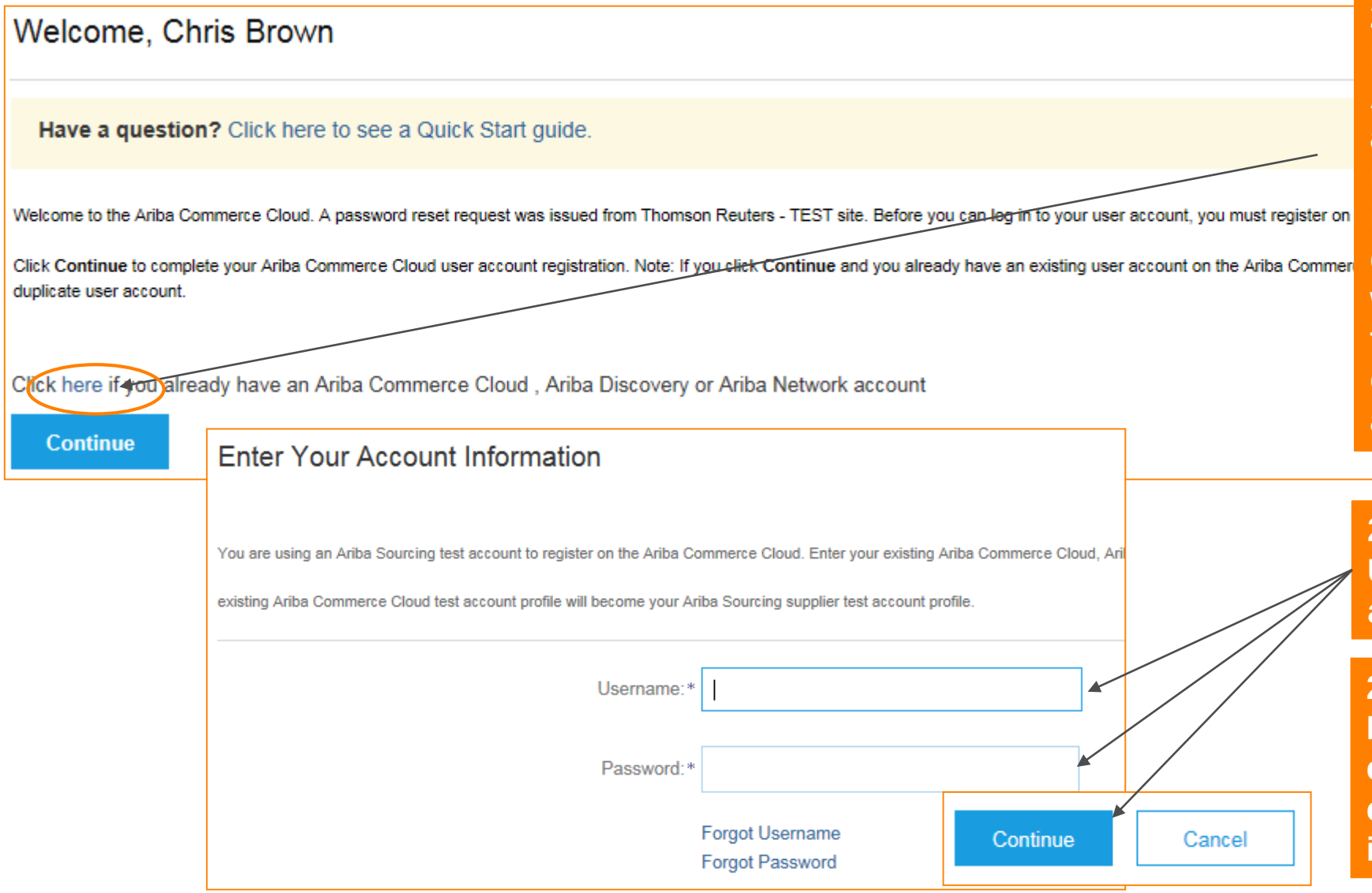
Ariba: The Supplier already has an Ariba Network Account



20) If the supplier already has an Ariba Network Account, select the appropriate link following receipt of the email invitation. Do not log directly into your account without using the URL from the email otherwise the 2 companies will not be associated.

21) Enter your existing Username and Password and click "continue".

22) Once Username and Password details have been entered, the supplier should continue from page 7 for instructions

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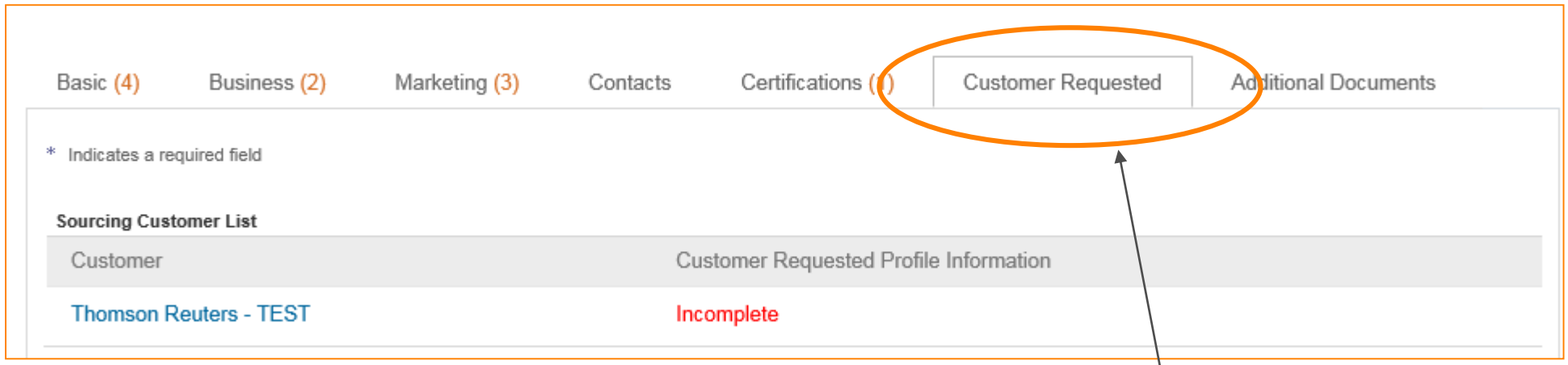
Ariba: Existing Ariba Network Account Holders



23) When you have logged into your Ariba Network account, you should click on the "Customer Requested" tab to display and complete the Thomson Reuters Supplier Profile Questionnaire.

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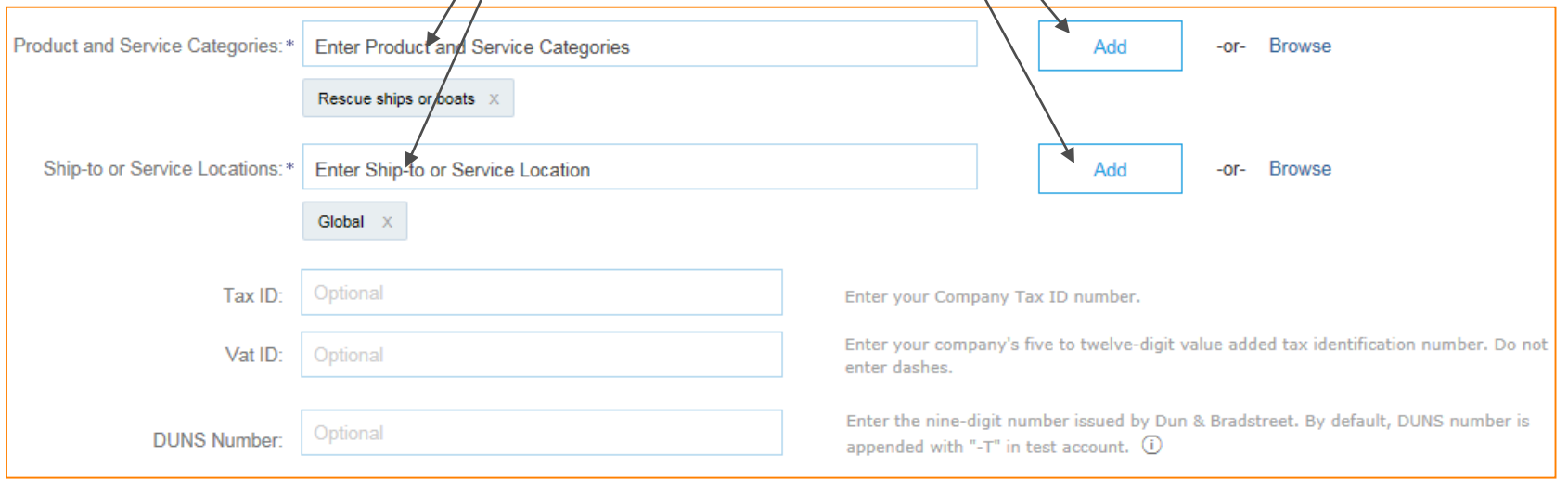
Ariba: Existing Ariba Network Account Holders

24) If you have not done so already, you will be asked to complete this section in the "Basic" information tab before you can save and close your company profile.



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Ariba: DUNs Location Number

You may be required to provide your DUNs Number. If you do not know your DUNs number or not sure if you have one, you can check by searching your company in the UPIC website otherwise you may insert 999999999 in the required field

https://www.upik.de/en/

If you wish to apply for DUNs Location Number please apply to Dun and Bradstreet or their local agent

https://www.dandb.com/product/companyupdate/companyupdateLogin?execution=e1s1

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Ariba: Thomson Reuters Help Desk Numbers

AMERICAS

United States of America	+1 877 518 2761
Canada	+1 877 835 7103
LatAm	+ (506) 2277-9684

EMEA

Africa(All African Nations)	+357 22 469661
Austria	+43 15 311 2400
Belgium	+32 2 287 6747
Central and Eastern Europe*	+357 22 469661
Denmark	+45 33 969691
EMNA **	+357 22 469661
Finland	+358 9 680 503 35
France	+1 5334 0148 or +1 5334 0178
Germany	+49 69 7565 1414
Greece	+357 22 469661
Gulf ***	+357 22 469661
Israel	+357 22 469661
Italy	+39 02 66129558
Luxembourg	+352 475151 823
Netherlands	+31 20 799 8233
Norway	+47 22 93 69 03
Portugal	+35 12 13509231
Spain	+34 91 5851013
Switzerland	+058 306 2400
Sweden	+46 8 700 1215
Turkey	+357 22 469661
UK & Ireland	+44 207 542 7777

*Poland, Hungary, Slovakia, Czech Republic, Moldova, Bosnia, Albania, Romania, Croatia and Belgium.
**Lebanon, Egypt, Jordan, Morocco, Tunisia, Malta, Cyprus, Algeria, Iraq, Libya and Sudan
***UAE, Saudi Arabia, Kuwait, Bahrain, Oman, Yemen, Iran and Qatar

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Indonesia	+001 803 441 462
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Malaysia	+00 800 1318 4700
New Zealand	+00 800 1318 4700
Philippines	+00 800 1318 4700
Singapore	+00 1800 318 4700
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