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: Supplier Onboarding Program

1. Help - Page 3
2. Suppliers registering on the Ariba Network for the first time - Page 4
3. Suppliers who already have an Ariba Network account - Page 13
4. DUNS location Number - Page 16
5. Thomson Reuters Help Desk Numbers - Page 17

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.
**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**


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

**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

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.

<table>
<thead>
<tr>
<th>From</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ariba Administrator</td>
<td>Your Ariba Login Information</td>
</tr>
</tbody>
</table>

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.

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?awssp_tkn=34ZURdGUUr57E26d7fiffffd86d6fd111

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
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.
5) Please check and complete your company details. Mandatory fields are marked with an asterix.
6) Please complete the user account information. You can use your email for your username or create your own. Read and confirm your agreement to the Ariba Terms of Use and Privacy Statement and click “Submit”
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.
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”
10

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.
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”.

Ariba: Thomson Reuters requires more information
Ariba: Approval or Rejection

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

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.
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.
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.
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.
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
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

**ASIA PACIFIC**
- Australia: 1800 094 877
- China: +00 800 1318 4700, + 86 411 8366 6574
- Hong Kong: +001 800 1318 4700
- India: +1866 841 1766
- Indonesia: +00 803 441 462
- Japan: +00 800 1318 4700, + 81 3 6441 1422, +86 411 8366 6573
- Malaysia: +00 800 1318 4700
- New Zealand: +00 800 1318 4700
- Philippines: +00 800 1318 4700
- Singapore: +00 1800 318 4700
- South Korea: +001 800 1318 4700 +86 411 8366 6578
- Taiwan: +00 800 1318 4700, +86 411 8366 6574
- Thailand: +001 800 1318 4700