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

THOMSON REUTERS®

Ariba: Supplier Onboarding Program

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

THOMSON REUTERS®

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

* * * * *

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.

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=34ZUPdGUUr57f526d7fffffffd86d6fd111

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

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.

Ariba: Invitation to Supplier

Welcome, Chris Brown

Have a question? Click here to see a Quick Start guide.

Welcome to the Ariba Network. A password reset request was issued from **Thomson Reuters** - **TEST** site.

New to the Ariba Network? Sign up to register your user account.   Sign up

Already have an account?   Log in

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.

THOMSON REUTERS®

Ariba: Supplier Registration – Company details

Enter basic company information

Company Name: * | Speed Boats Limited

Country * | United Kingdom [GBR]

Address * | 1 High Streeet

Line 2

Line 3

Line 4

City * | London

State | London

Postal Code * | E14 5EP

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

THOMSON REUTERS®

Ariba: Supplier Registration – User Account

Name: * | Chris | Brown

Email: * | Ariba.test@thomsonreuters.com

☐ Use my email as my username

Username: * | Ariba.test@thomsonreuters.com

Must be in email format(e.g john@newco.com) ⓘ

Password: * | ••••••••

Must contain a minimum 8 characters including letters and numbers. ⓘ

| ••••••••

Secret Question: * | In what city was your mother born? ∨

The answer to your secret question must be atleast 5 characters.

| ••••••

| ••••••|

Language: | English ∨

The language used when Ariba sends you configurable notifications. This is different than your web b...

Ariba Privacy Statement

☑ I have read and agree to the Terms of Use and the Ariba Privacy Statement

| Submit | | Cancel |

**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"**

THOMSON REUTERS®

Ariba: Supplier Registration – User Account

Required Profile Fields

Your customer has requested that you complete the following information before they conduct business with you. Click **Go to Company Profile** and complete the required fields. After you provide the requested information, you can begin participating in events.

Required Profile Fields From Thomson Reuters - TEST

- Customer Requested Fields

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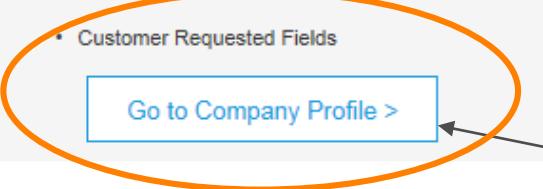
7) This page automatically displays following company registration. Click here to complete the Supplier Profile Questionnaire. This includes a series of questions about your company including contact details, banking and tax details (if required) and a risk survey (if required).

Basic (4)   Business (2)   Marketing (3)   Contacts   Certifications (1)   Customer Requested   Additional Documents

* Indicates a required field

Sourcing Customer List

Customer	Customer Requested Profile Information
Thomson Reuters - TEST	Incomplete

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

Ariba: Supplier Registration – Supplier Profile Questionnaire

Thomson Reuters - TEST Requested Profile
* Indicates a required field

Your customer has specifically requested that you complete the following profile information. After you complete the requested profile information, click **Submit**. You can click **Save as Draft** to save any values you may have edited without sending the changes to your customer.

[Save as Draft]   [Submit]

Changes you make below may be subject to approval before they are accepted.

Question

▼ 2 **Supplier Directions**

If you are located in the United States of America, please complete the Certifications section of your Ariba Company Profile.

2.1
The information that you provide in your responses to Thomson Reuters will be treated as confidential and only used for the purposes of managing and administering your relationship with us. Thomson Reuters is a global entity with networks, databases, servers, systems, support and help desks located throughout our offices around the globe. We also collaborate with third parties and affiliates from around the world to serve the needs of our business partners, workforce, and clients. This means your information may be transferred to jurisdictions where privacy and related laws are different from the country that you are based in.

We aim to ensure that all information is treated consistently regardless of its location by having in place a number of global policies including those relating to Information Security and Privacy. We take these matters very seriously and have implemented technical, administrative and contractual measures to ensure that adequate and appropriate protections are in place regardless of where your information may be stored or accessed within the Thomson Reuters Group of companies. We also ensure that any third parties or affiliates who support our operations are able to demonstrate comply with our security and privacy policies and standards.

Answer   * [Unspecified ∨]

▼ 3 **Supplier Information**

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"

[Save as Draft]   [Submit]

THOMSON REUTERS®

Ariba: Supplier Registration – Supplier Profile Questionnaire Completion

✓ You have successfully submitted changes to your customer.

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.

Company Settings ▼   Chris Brown

Save   Close
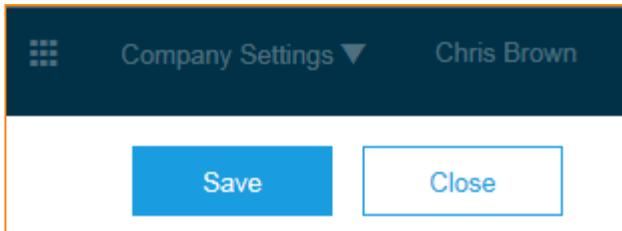
12) After the pop-up window has closed, click "save" at the top of the screen.
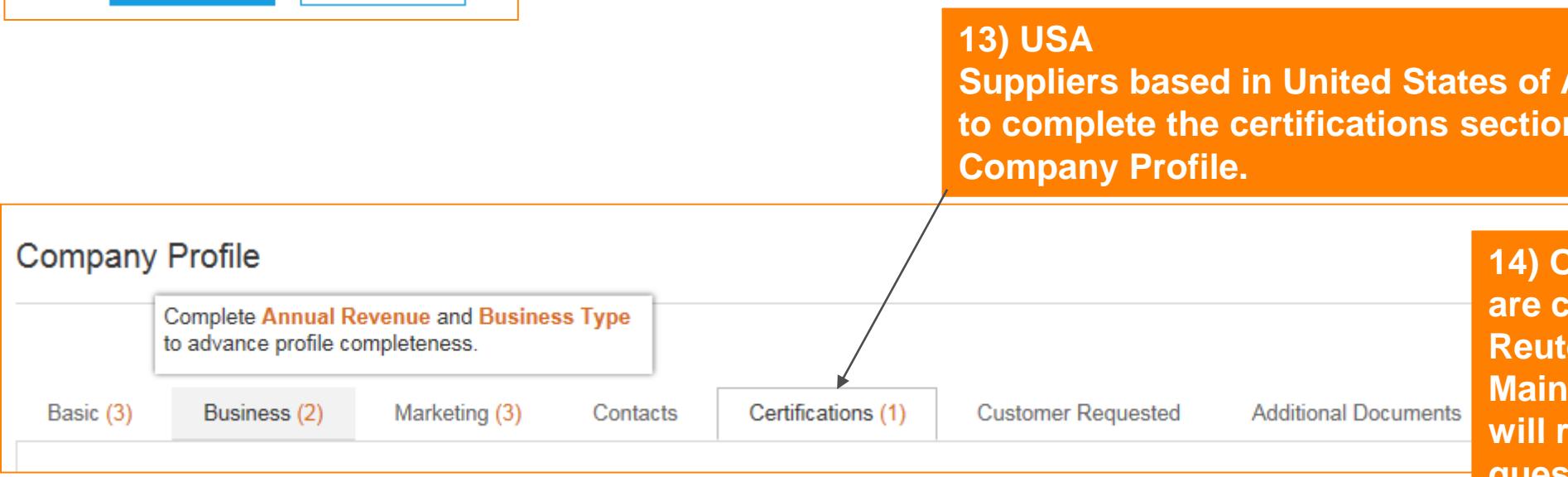
13) USA
Suppliers based in United States of America are required to complete the certifications section of your Ariba Company Profile.

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

Company Profile

Complete **Annual Revenue** and **Business Type** to advance profile completeness.

Basic (3)   Business (2)   Marketing (3)   Contacts   Certifications (1)   Customer Requested   Additional Documents

THOMSON REUTERS®

Ariba: Thomson Reuters requires more information

From: ◦ aribasystem [no-reply@ansmtp.ariba.com]   Sent: Thu 06/10/2016 16:27
To: ◦ Ariba.Test
Cc:
Subject: TEST: Action Required: Resubmit your organization Speed Boats Limited profile information.

Your organization Speed Boats Limited has been rejected by DIANE THOMAS at Thomson Reuters - TEST from Ariba Sourcing. Thomson Reuters - TEST has requested that you resubmit your organization profile information before your organization can be approved.

See the following details for more information:
Please provide your VAT registration number

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

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.

THOMSON REUTERS - TEST

Thomson Reuters - TEST Requested Profile

All required customer requested fields have been completed.

View customer requested fields >

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

Company Profile

| Basic (3) | Business (2) | Marketing (3) | Contacts | Certifications (1) | Customer Requested | Additional Documents |

* Indicates a required field

Sourcing Customer List

Customer

Thomson Reuters - TEST

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

Discard Draft   Save as Draft   Submit

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.

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.

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

Ariba: The Supplier already has an Ariba Network Account

Welcome, Chris Brown

Have a question? Click here to see a Quick Start guide.

Welcome to the Ariba Commerce Cloud. A password reset request was issued from Thomson Reuters - TEST site. Before you can log in to your user account, you must register on

Click **Continue** to complete your Ariba Commerce Cloud user account registration. Note: If you click **Continue** and you already have an existing user account on the Ariba Commer
duplicate user account.

Click here if you already have an Ariba Commerce Cloud , Ariba Discovery or Ariba Network account

Continue

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.

Enter Your Account Information

You are using an Ariba Sourcing test account to register on the Ariba Commerce Cloud. Enter your existing Ariba Commerce Cloud, Ari

existing Ariba Commerce Cloud test account profile will become your Ariba Sourcing supplier test account profile.

Username:*

Password:*

Forgot Username
Forgot Password

Continue   **Cancel**

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

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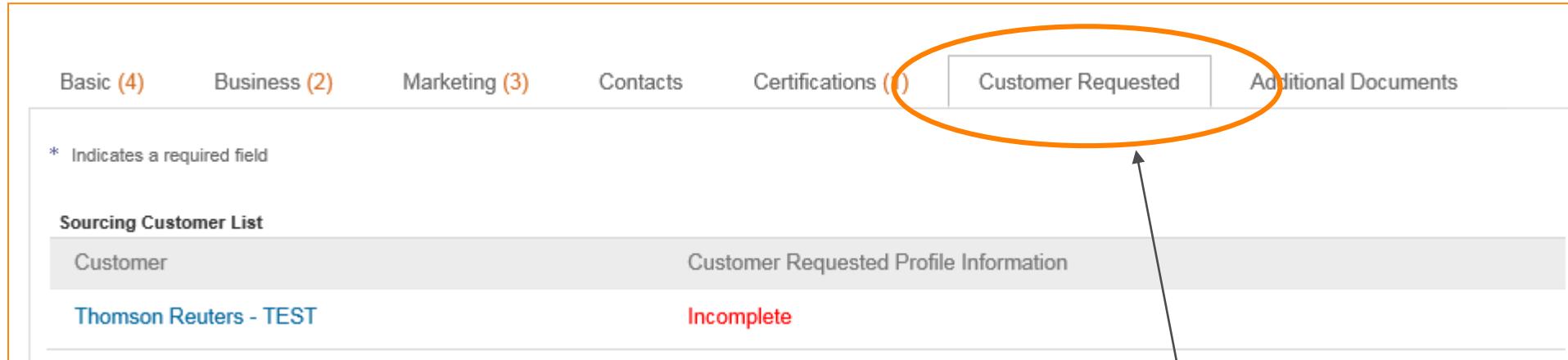
23) When you have logged into your Ariba Network account, you should click on the "Customer Requested" tab to display and complete the Thomson Reuters Supplier Profile Questionnaire.

THOMSON REUTERS®

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.

Product and Service Categories: * | Enter Product and Service Categories | Add | -or- Browse

Rescue ships or boats ✕

Ship-to or Service Locations: * | Enter Ship-to or Service Location | Add | -or- Browse

Global ✕

Tax ID: | Optional | Enter your Company Tax ID number.

Vat ID: | Optional | Enter your company's five to twelve-digit value added tax identification number. Do not enter dashes.

DUNS Number: | Optional | Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with "-T" in test account. ⓘ

THOMSON REUTERS®

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

THOMSON REUTERS®

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	+001 803 441 462
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

THOMSON REUTERS®