What does it look like to the Supplier (Enabled)

An ENABLED supplier is one that has:-
- Registered on the Ariba Supplier Network - (as a result of being sent an Invitation to Register with Ariba - as part of our Supplier On-Boarding process)

and
- That we (Thomson Reuters) has established an (Ariba) Trading Relationship with (i.e the supplier has accepted our Ariba Trading relationship request).

The supplier could have also become Enabled (by registering on Ariba Network), using the link on a Light Enabled Purchase Order, or on the Payment Proposal notification eMail (that is sent once their invoice submitted via Ariba Network is Reconciled).

For Enabled suppliers, we are able to send our Ariba initiated Purchase Orders (POs) to the Supplier via the Ariba Network, and, where permitted* by either local law / not restricted by Thomson Reuters practice (e.g. Invoice Document Sequencing requirements), the supplier is able to 'flip' our Purchase Order into an invoice(s) and send it/ them back to us via the Ariba Network.

If the Enabled supplier is in a country where we do not (currently) permit eInvoicing - then, although they will see the [Create Invoice] button when they display their PO - they will receive an error stating [This customer does not accept this invoice based on its identified country of origin.] In this situation the supplier should send their invoice - quoting the PO number & PO line number(s) - to the Bill To address stated on the Purchase Order.

When the supplier receives our Ariba initiated Purchase Order - in the Ariba Supplier Network they see the PO like this
What does it look like to the Supplier (Enabled)

Thomson Reuters sent a new order

Message from your customer
Thomson Reuters uses the Ariba Network to send Purchase Orders to suppliers and, where invoicing is required, have suppliers submit their Purchase Order related invoices via Ariba Network.

This is our Purchase Order to you. Please review this Purchase Order e-mail.

When you are ready to submit your invoice:
If you are in one of the countries listed below, click on the [Process Order] button:
Australia, Austria, Belgium, Bulgaria, Canada, Cyprus, Czech Rep, Denmark, Finland, France, Germany, Greece, Hong Kong, Hungary, Ireland, Italy, Lithuania, Luxembourg, Mauritius, Netherlands, New Zealand, Norway, Poland, Portugal, Romania, Singapore, South Africa, Spain, Sweden, Switzerland, Turkey, United Arab Emirates, United Kingdom, USA.

If you are NOT in one of the countries listed above, please send your invoice to the [Bill Address] on the Purchase Order (see below). No need to click the [Process Order] button to submit your invoice.

To learn more about Ariba Light Account with Thomson Reuters, or how to send an invoice for this Purchase Order, access the self help page here.

If you have any questions about this Purchase Order please contact: RUB.ŚL@thomsonreuters.com

Process order

The purchase order was delivered by Ariba Light Account. For more information about Ariba and Ariba Light Account, visit: http://www.ariba.com

<table>
<thead>
<tr>
<th>From</th>
<th>REUTERI LIMITED UK (S46)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ATTN ACCOUNTS PAYABLE</td>
<td></td>
</tr>
<tr>
<td>PO BOX 664</td>
<td></td>
</tr>
<tr>
<td>LONDON</td>
<td></td>
</tr>
<tr>
<td>TOWER WALKERS</td>
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</tr>
<tr>
<td>E16 8QO</td>
<td></td>
</tr>
<tr>
<td>UNITED KINGDOM</td>
<td></td>
</tr>
<tr>
<td>Phone: +44 (0) 8469365</td>
<td></td>
</tr>
</tbody>
</table>

Payment Terms
NET 30

Comments

Other Information
Company Code: 3401
Purchase Unit Name: Reuters LSE

originalCustomer: Reuters LSE
requestRegistrationNumber: 8037000550

Line Items

<table>
<thead>
<tr>
<th>Description</th>
<th>Type</th>
<th>Qty (Unit)</th>
<th>Need On</th>
<th>Price</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>1 (EA)</td>
<td>30 Sep 2017</td>
<td>£375.00</td>
<td>£375.00</td>
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</tbody>
</table>

Order submitted on: Wednesday 27 Sep 2017 3:20 AM GMT+01:00
Received on Ariba Network on: Wednesday 27 Sep 2017 3:20 AM GMT+01:00
This Purchase Order was sent by Thomson Reuters and is not a request for your customer, and is not responsible for anything contained in the purchase order submitted on behalf of your customer.

About this email
If you have any questions, contact Thomson Reuters - TEST. If you're not the correct person to receive this email, forward it to the appropriate person in your company.

Note: All transactions relating to your customer's purchase orders are solely between you and your customer and are subject to the terms of your existing agreement(s) with your customer. Ariba is not an agent for your customer, and is not responsible for anything contained in the purchase order submitted on behalf of your customer.
What does it look like to the Supplier (Enabled)

From this PO, via the Ariba Network, the supplier is able to
  • Confirm/Accept or Reject the PO
  • Send Shipping Notice(s)
  • Send (flip) invoice(s)

The supplier can only ‘flip’ (create/ send) invoices in line with the PO (i.e. invoice us only for Quantities up to the PO quantity (cannot change the Unit Price), or only up to the total amount on the PO (if it is an amount PO).

When a fully enabled supplier receives a Purchase Order via Ariba Network(AN), it appears in their AN inbox with a status of [New]

If the supplier is in a country that allows eInvoicing, after the supplier has sent the invoice, (and if receipt has not been carried out in P2P) - from their Inbox they can see the status as 'Invoiced'

From the supplier's Outbox they see confirmation that the invoice was sent to us

After receipt has been carried out and the invoice marked as OK2Pay (in Ariba P2P - meaning it has been sent down to SAP for Accounts Payable to process- the supplier sees - the Invoice Status as 'Approved' in their Outbox

Ariba Supplier Mobile App
There is an Ariba Mobile APP for suppliers that allows them to see and manage their Ariba Supplier account on mobile devices and tablets.
See here for more information on the Ariba Supplier Mobile App
See here for a video (on YouTube from SAP Ariba) on the Ariba Supplier Mobile App