

“A Ariba utilizará o idioma definido no seu navegador. Todas as capturas de tela neste documento de treinamento serão exibidas em inglês e deverão ser utilizadas como um guia para o layout e localização dos campos e botões de ação”

OPERAÇÕES TECNOLÓGICAS

TRANSFORMAR PARA
CRESCER



ARIBA: CONTA LIGHT

Apresentação do instrutor para os fornecedores

Setembro de 2017

Pauta

- A Thomson Reuters utiliza... Ariba
- Visão geral - habilitado Light e conta Light
- Próximos passos
 - Cadastramento e acesso
 - Envio de fatura da ordem de compra da conta Light
- Exibição do status da fatura
- Apêndice
 - Tipos de contas da Ariba
 - Benefícios mais importantes e novos recursos
 - Contas de múltiplos usuários
- Recursos de ajuda do fornecedor e como obter ajuda

A Thomson Reuters utiliza...
Ariba

A Thomson Reuters utiliza... Ariba

A Thomson Reuters utiliza a Ariba para negociar com seus fornecedores

A Thomson Reuters utiliza a **Ariba**, uma ferramenta de processamento de transações eletrônicas terceirizada:

1. Para emitir e gerir as ordens de compra (Purchase Orders, POs), faturas e integração de fornecedores.
- Observação:** É necessário que os fornecedores que negociam com a Thomson Reuters cumpram os processos da Ariba.
2. Aceitamos tanto a opção **habilitação Light, gratuita**, como a opção **habilitação completa, com encargos**, da Ariba.
3. Os fornecedores que optarem por **utilizar a versão habilitação completa** terão que absorver quaisquer **encargos da Ariba** associados

Conta LIGHT da Ariba - Data de lançamento

Lançamento



Conta LIGHT da Ariba – 30 de setembro de 2017

1. Adição de 20 novos países com faturamento eletrônico
2. Transição da conta habilitado Light para conta Light (fornecedores existentes)

Visão geral...
Habilitado Light e conta Light

Habilitado Light e conta Light

HABILITADO LIGHT

- i. **NÃO** incide em encargos/taxas da Ariba
- ii. Processamento e faturamento somente a partir da notificação de e-mail da ordem de compra
- iii. Requer uma senha de uso único (One Time Password, OTP) para enviar faturas
- iv. Nenhum cadastro para transações das ordens de compra
- v. Perdeu o e-mail da ordem de compra? Será necessário solicitar uma cópia
- vi. **NÃO É POSSÍVEL** emitir notas de crédito
- vii. Não há visualização do histórico de ordens de compra e da aceitação ou pagamento das faturas
- viii. Não há visualização do portal do fornecedor

CONTA LIGHT

- i. **NÃO** incide em encargos/taxas da Ariba
- ii. Processamento e faturamento somente a partir da notificação de e-mail da ordem de compra
- iii. **NÃO É MAIS NECESSÁRIO** uma senha de uso único para enviar faturas
- iv. **CADASTRO** de ordens de compras e faturamento
- v. Perdeu o e-mail da ordem de compra? **ENVIE A SI MESMO UMA CÓPIA ATRAVÉS DO PORTAL**
- vi. **PODE** emitir notas de crédito
- vii. Visualização do histórico de ordens de compra e da aceitação ou pagamento das faturas a partir do Portal da conta Light da Ariba
- viii. Vários usuários podem acessar o Portal



THOMSON REUTERS®

Habilitado Light e conta Light

HABILITADO LIGHT

Notificação de e-mail da ordem de compra

From: "Thomson Reuters - TEST" [mailto:ordersender-prod@ansmt.ariba.com]
Sent: Wednesday, January 18, 2017 9:35 AM
To: Thompson, Mark J (TR Technology & Ops)
Subject: Action Required: Thomson Reuters - TEST sent a new Purchase Order 7000012759 to UAT MT THIRTEEN LTD-LE x-TEST



Dear UAT MT THIRTEEN LTD-LE x-TEST,

Your customer Thomson Reuters - TEST sent you a purchase order through Ariba Network. You can start processing this purchase order now by clicking the buttons in this email without creating an Account.

If you have an existing Ariba account, [click here](#) to process this purchase order on the Ariba Network.

Sincerely,
The Ariba Network Team
<http://www.ariba.com>

Message from Buyer

Thomson Reuters now uses the Ariba Network to send Purchase Orders to suppliers and, where e-invoicing is required, has suppliers submit their Purchase Order related invoices.

Please retain this Purchase Order e-mail.

To submit your invoice(s):

a) If there is a [Create Invoice] button shown on the Purchase Order below, click on it to create and submit your invoice.

b) If there is NO [Create Invoice] button displayed, please send your invoice to the [Bill To:] address shown on the Purchase Order.

Please be aware, if you use the [Click here] link above, to consolidate to an existing Ariba Network account, or, if you register with Ariba as a new supplier - you will be subject to [Ariba fees and charges](#).

To avoid these charges follow the steps outlined above to submit your invoices.



Thomson Reuters - TEST
A Thomson Reuters company
, NY 10036
United States

[Confirm Order](#)

[Create Invoice](#)

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <http://www.ariba.com>.

From:
REUTERS LIMITED UK (3408)
scanning.eMEA@thomsonreuters.com
ATTN: ACCOUNTS PAYABLE
PO BOX 55744
LONDON
TOWER HAMLETS
E14 1DD
United Kingdom
Phone: +44 (0207) 5426435

To:
UAT MT THIRTEEN LTD-LE x-
TEST
TOWER BRIDGE HOUSE
LONDON
E1W 1BA
United Kingdom
Phone: +44 (0207) 5070001
Fax:
Email: gnt@tr.com

Purchase Order
(New)
7000012759
Amount: £52.00 GBP
Version: 1

Payment Terms
NET 50

Comments

Comment Type: Terms and Conditions
Body:<http://tmsnrt.rs/29R8CG0>

CONTA LIGHT

Notificação de e-mail da ordem de compra

Message | 7000046748.htm (20 KB)

From: "Thomson Reuters - TEST" [mailto:ordersender-prod@ansmt.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



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.



[Process order](#)

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <http://www.ariba.com>.

From:
REUTERS LIMITED UK (3408)
scanning.eMEA@thomsonreuters.com
ATTN: ACCOUNTS PAYABLE
PO BOX 55744
LONDON
TOWER HAMLETS
E14 1DD
United Kingdom

To:
DTCC EUROPE LTD-UAT-TEST
BROADGATE WEST ONE SNOWDEN ST
FL 7
LONDON
LO
EC2A 2DQ
United Kingdom

Purchase Order
(New)
7000046748
Amount: £200.00 GBP
Version: 1

Próximos passos

Cadastramento e acesso

Conta Light

Clique em Processar ordem > Ariba Network

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](#).



[Process order](#)

Ariba Network

Help Center



[Join your customer on Ariba Network!](#)

[Sign up](#)

Already have an account? [Log in](#)



Strengthen relationships

Collaborate with your customer on the same secure network.



Connect faster

Exchange documents electronically and streamline communications.



Reach more customers worldwide

Sign up with Ariba Discovery and increase sales leads.

Ariba Network light account is **Free**

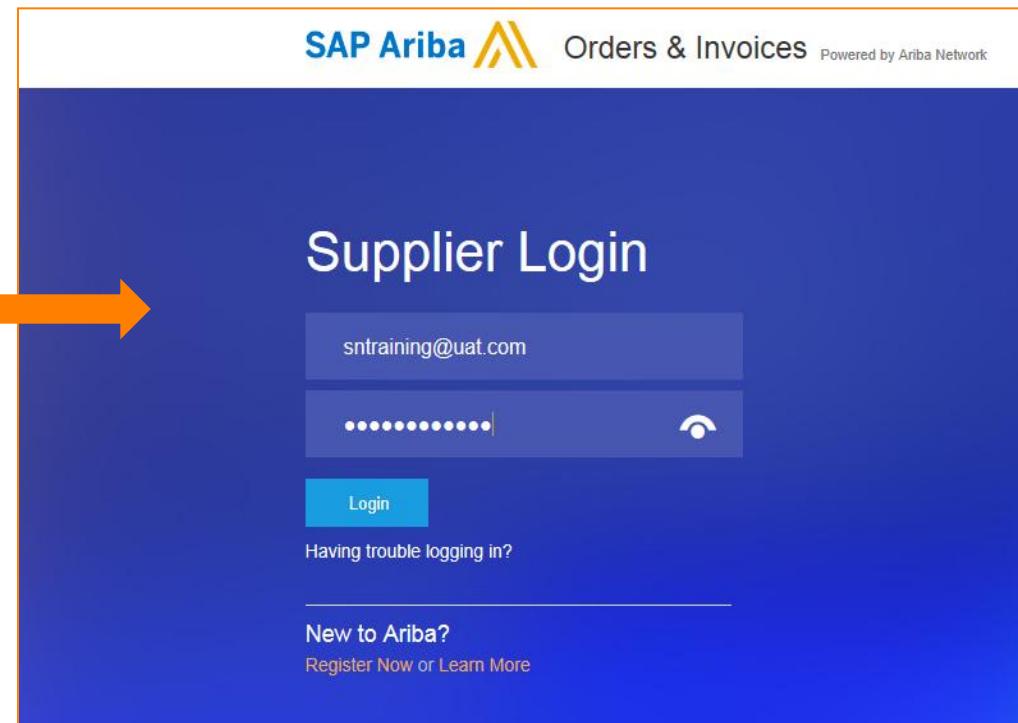
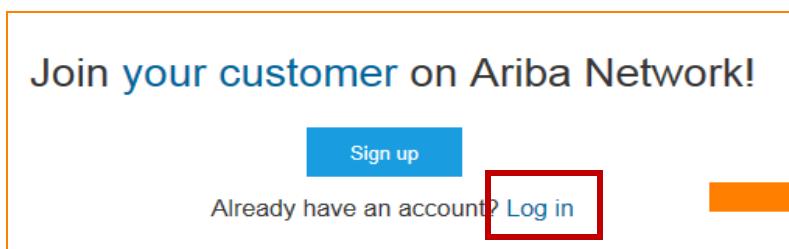
[Learn more](#)

Conta Light

Se o fornecedor **JÁ POSSUIR** uma conta na Ariba:

- Cadastrado independentemente
- Ou, recebeu um convite de cadastro de fornecedor SIM da Thomson Reuters anteriormente

Clique em **Conectar-se** > Página de **login** do fornecedor



Conta Light

Se o fornecedor **NÃO POSSUIR** uma conta na Ariba:

Clique em **Cadastrar-se > Cadastro**

Join [your customer](#) on Ariba Network!

[Sign up](#)

Already have an account? [Log in](#)



Ariba Network

Register

Company information

Company Name*: BOBS BOOKS LTD-TEST

Country*: United Kingdom [GBR]

Address*: 123 LOWER ROAD OFF MAIN STREET

Line 2

Line 3

Line 4

City*: MARLOW

State

Postal Code*: ML53 5TT

* Indicates a required field

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

User account information

* Indicates a required field

[Ariba Privacy Statement](#)

Help Center >>

Register Cancel

Ariba Network light account is Free

Already have an account? [Login](#)

 **Strengthen relationships**
Collaborate with your customer on the same secure network.

 **Connect faster**
Exchange documents electronically and streamline communications.

 **Reach more customers worldwide**

Conta Light

Preencha os seguintes campos na página de cadastro:

1. Revise os **Dados da empresa**
2. Insira os **Dados da conta de usuário**
3. Aceite os **Termos e a Declaração de Privacidade**
4. Clique em **Cadastro**

Ariba Network

Register

Company information

1

Company Name*: BOBS BOOKS LTD-TEST

Country*: United Kingdom [GBR]

Address*: 123 LOWER ROAD OFF MAIN STREET

Line 2

Line 3

Line 4

City*: MARLOW

State

Postal Code*: ML53 5TT

User account information

* Indicates a required field

Ariba Privacy Statement

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Strengthen relationships
Collaborate with your customer on the same secure network.

Connect faster
Exchange documents electronically and streamline communications.

Reach more customers worldwide

User account information

2

Name*: sumathi nathan

Email*: sumathi.nathan@thomsonreuters.com

Use my email as my username

Username*: dtcc@uat.com

Password*: *****

Language: English

Email orders to*: sumathi.nathan@thomsonreuters.com

* Indicates a required field

Ariba Privacy Statement

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

Must contain a minimum 8 characters including letters and numbers.

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

Customers may send you orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

Ariba will make your company profile, which includes the basic company information, available for new business opportunities to other companies. If you want to hide your company profile, you can do so anytime by editing the profile visibility settings on the Company Profile page after you have finished your registration.

By clicking the Register button, you expressly acknowledge and give consent to Ariba for your data entered into this system to be transferred outside the European Union, Russian Federation or other jurisdiction where you are located to Ariba and the computer systems on which the Ariba services are hosted (located in various data centers globally), in accordance with the Ariba Privacy Statement, the Terms of Use, and applicable law.

You have the right to access and modify your personal data from within the application, by contacting the Ariba administrator within your organization or Ariba, Inc. This consent shall be in effect from the moment it has been granted and may be revoked by prior written notice to Ariba. If you are a Russian citizen residing within the Russian Federation, You also expressly confirm that any of your personal data entered or modified in the system has previously been captured by your organization in a separate data repository residing within the Russian federation.

I have read and agree to the [Terms of Use](#) and the [Ariba Privacy Statement](#)

3

Ariba Network

Register

Company information

4

Company Name*: BOBS BOOKS LTD-TEST

Country*: United Kingdom [GBR]

If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.

Already have an account? [Login](#)

Ariba Privacy Statement

Conta Light

Após a conclusão do cadastro, o fornecedor estará conectado ao Portal da conta Light da Ariba

Ariba Network

Test Mode Upgrade from light account Learn More Company Settings sumathi nathan <> Help Center

HOME INBOX OUTBOX CATALOGS REPORTS CSV Documents Create Trends Refresh

Purchase Order by Amount Last 12 months

\$5
\$4
\$3
\$2
\$1
\$0

Aug 2017 Jul 2017 Jun 2017 May 2017 Apr 2017 Mar 2017 Feb 2017 Jan 2017 Dec 2016 Nov 2016 Oct 2016 Sep 2016

Thomson Reuters - TEST

Purchase Order by Volume

Purchase Order by Amount

Outstanding Invoices

Orders, Invoices and Payments All Customers Last 14 days

1 New Purchase Orders 1 Orders to Confirm 1 Orders to Ship 0 Orders that Need Attention 0 Pinned Documents *** More...

Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action
7000046826	Thomson Reuters - TEST	New	300.00 INR	9 Aug 2017	0.00 INR	Select

Now we're mobile. Check it out.

Download on the App Store ANDROID APP ON Google play

Tasks

Search...

FAQ How do I create documents against purchase orders from my customer?

FAQ How to configure your user account information and company settings

VIDEO Register and send an order confirmation (4:10)

FAQ How do I invoice a purchase order if I lose the email notification?

VIDEO Add a new user (3:12)

FAQ When do I need to contact the account administrator for my company?

FAQ How do I correct errors for the Bank Account field when creating an invoice?

VIDEO Invoices (3:10)

FAQ What browser versions are certified for SAP Ariba cloud solutions?

VIDEO Send a PO-based invoice (4:35)

FAQ DUNS numbers: Here's what you need to know

View more

Documentation Support

Conta Light



Lembre-se!

A conta LIGHT da Ariba **NÃO** é o mesmo que a conta habilitado COMPLETO da Ariba!

• Conta Light da Ariba

- i. Uma conta SEM encargos
- ii. Funcionalidade limitada do portal do fornecedor disponível (Exibir/Confirmar ordens de compra, Enviar faturas e Receber pagamentos de faturas/Detalhes de envio)

• Conta habilitado COMPLETO da Ariba (Consulte o Apêndice para mais detalhes)

- i. Uma conta com encargos de uso que exige atualização com custos adicionais!
- ii. Funcionalidade total do portal do fornecedor, como suporte ao catálogo ou gestão de grandes volumes de documentos através do acesso on-line, etc.

Envio de fatura da ordem de compra da conta Light

Conta Light - Envio de fatura

Etapa 1: Abra o e-mail da ordem de compra da conta Light (ordersender-prod@ansmtp.ariba.com) para a qual deseja enviar uma fatura para pagamento.

Etapa 2: Clique em **Processar ordem** no corpo do e-mail.

From: "Thomson Reuters - TEST" [ordersender-prod@ansmtp.ariba.com]
To: Nathan, Sumathi (TR Technology & Ops)
Cc:
Subject: Thomson Reuters - TEST sent a new Purchase Order 7000046826
Sent: Wed 8/9/2012

Message | [7000046826.htm \(20 KB\)](#)



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.



[Process order](#)

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <http://www.ariba.com>.

From:
REUTERS LIMITED UK (3408)
scanning.emea@thomsonreuters.com
ATTN ACCOUNTS PAYABLE
PO BOX 55744
LONDON
TOWER HAMLETS
E14 1DD
United Kingdom
Phone: +44 (0207) 5426435

To:
SUMATHI NATHAN TRAINING CO. LTD-TEST
INSIGHT DIRECT UK LTD
SHEFFIELD
S9 2BU
United Kingdom
Phone:
Fax:
Email: SUMATHI.NATHAN@THOMSONREUTERS.COM

Purchase Order
(New)
7000046826
Amount: 300.00 INR
Version: 1

Conta Light - Envio de fatura

Etapa 3: O sistema exibirá a Página de login do fornecedor com o Nome da empresa do fornecedor.

Insira o Nome de usuário e a Senha.

(Nome de usuário e senha criados pelo fornecedor no momento do cadastro para a conta Light da Ariba)

The screenshot shows the SAP Ariba Orders & Invoices login interface. At the top, the SAP Ariba logo and the text "Orders & Invoices" are visible, along with the tagline "Powered by Ariba Network". Below this, the title "Supplier Login" is centered. A message box contains the text: "Your company SUMATHI NATHAN TRAINING CO. LTD-TEST is already registered." Below the message box, there is a link: "If you don't have a user account, request one now.". The login form consists of three input fields: "User Name", "Password", and a "Login" button. The "User Name" and "Password" fields are highlighted with a red border. At the bottom of the form, there is a link: "Having trouble logging in?".

Conta Light - Envio de fatura

Etapa 4: O sistema se conectará aos **Detalhes da ordem de compra** diretamente no Portal da conta Light da Ariba

Etapa 5: Clique no botão **Criar fatura** e selecione **Fatura padrão**

Ariba Network Test Mode Upgrade from light account Learn More Company Settings ▾ Nancy Drew

Purchase Order: 7000046826 Done

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

Order Detail Order History

Create Invoice ▾ Standard Invoice Line-Item Credit Memo

 THOMSON REUTERS

From:
REUTERS LIMITED UK (3408)
scanning.emea@thomsonreuters.com
ATTN ACCOUNTS PAYABLE
PO BOX 55744
LONDON
TOWER HAMLETS
E14 1DD
United Kingdom
Phone: +44 (0207) 5426435

To:
SUMATHI NATHAN TRAINING CO. LTD-TEST
INSIGHT DIRECT UK LTD
SHEFFIELD
S9 2BU
United Kingdom
Phone:
Fax:
Email: nancy.drew@uat.com

Purchase Order
(New)
7000046826
Amount: 300.00 INR
Version: 1

Payment Terms ⓘ
NET 50 Routing Status: Sent

Comments
Comment Type: Terms and Conditions
Body: http://tmsnrt.rs/29R8CG0

Other Information
CompanyCode: 3408
Purchasing Unit Name: Reuters Ltd

Conta Light - Envio de fatura

Etapa 6: Preencha as seções **CABEÇALHO DA FATURA, IMPOSTOS E ITENS DE LINHA**. Os campos indicados com asteriscos (*) são obrigatórios.

Etapa 7: Clique no botão **Atualizar** e **Próximo**.

Ariba Network Upgrade to Test Mode Learn More Company Settings ▾ Nancy Drew Help Center

Create Invoice Update Save Exit Next

Invoice Header

* Indicates required field Add to Header ▾

Summary

Purchase Order: 7000046826
Invoice #:*
Invoice Date: 31 Aug 2017
Supplier Tax ID:
Remit To: SUMATHI NATHAN TRAINING CO. LTD-TEST
SHEFFIELD
United Kingdom
Bill To: REUTERS LIMITED UK (3408)
LONDON
TOWER HAMLETS
United Kingdom

Subtotal: 100.00 INR
Total Tax: 0.00 INR
Total Amount without Tax: 100.00 INR
Amount Due: 100.00 INR

View/Edit Addresses

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options									
<input type="checkbox"/> Tax Category:	<input type="button" value="▼"/>		<input type="checkbox"/> Shipping Documents	<input type="checkbox"/> Special Handling	<input type="checkbox"/> Discount	<input type="button" value="Add to Included Lines"/>			
No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="radio"/>	MATERIAL	JC000777	WHITE Box Files		10	EA	10.00 INR	100.00 INR

Line Item Actions ▾ Delete

Update Save Exit Next

Conta Light - Envio de fatura

Etapa 8: Clique em **Enviar** para enviar a fatura.

Ariba Network Test Mode Upgrade from light account Learn More Company Settings ▾ Nancy Drew

Create Invoice Previous Save Submit Exit

Confirm and submit this document. It will be electronically signed according to the compliance map and your customer's invoice rules. This transaction qualifies as Domestic Trade. The document's originating country is: United Kingdom. The document's destination country is: United Kingdom. If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice #: 201708120000ONE Subtotal : 150.00 INR
Invoice Date : Saturday 12 Aug 2017 5:28 PM GMT+05:30 Total Tax : 30.00 INR £0.36 GBP
Original Purchase Order : 7000046826 Total Amount without Tax : 150.00 INR
Amount Due : 180.00 INR
(1 Indian Rupee = 0.012 British Pound)

REMIT TO:	BILL TO:	SUPPLIER:
SUMATHI NATHAN TRAINING CO. LTD-TEST Postal Address: INSIGHT DIRECT UK LTD SHEFFIELD	REUTERS LIMITED UK (3408) Postal Address (default): scanning.emea@thomsonreuters.com ATTN ACCOUNTS PAYABLE PO BOX 55744 LONDON	SUMATHI NATHAN TRAINING CO. LTD-TEST Postal Address: INSIGHT DIRECT UK LTD SHEFFIELD

Conta Light - Envio de fatura

Etapa 9: Clique no botão **Concluir** para conectar-se ao Portal da conta Light da Ariba.

Ariba Network Test Mode Upgrade from light account Learn More Company Settings ▾ Nancy Drew

Purchase Order: 7000046826 Done

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

Order Detail | Order History

 THOMSON REUTERS

From:
REUTERS LIMITED UK (3408)
scanning.emea@thomsonreuters.com
ATTN ACCOUNTS PAYABLE
PO BOX 55744
LONDON
TOWER HAMLETS
E14 1DD
United Kingdom
Phone: +44 (0207) 5426435

To:
SUMATHI NATHAN TRAINING CO. LTD-TEST
INSIGHT DIRECT UK LTD
SHEFFIELD
S9 2BU
United Kingdom
Phone:
Fax:
Email: nancy.drew@uat.com

Purchase Order
(Partially Invoiced)
7000046826
Amount: 300.00 INR
Version: 1

Payment Terms ⓘ
NET 50

Routing Status: Acknowledged
Related Documents: 201708120000ONE



Ariba Network Test Mode Upgrade from light account Learn More Company Settings ▾ Nancy Drew

HOME INBOX OUTBOX CATALOGS REPORTS CSV Documents ▾ Create ▾

Trends Refresh

Orders, Invoices and Payments All Customers ▾ Last 14 days ▾

New Purchase Orders	Orders to Confirm	Orders to Ship	Orders that Need Attention	Invoices Pending Payment	More...
0	0	0	0	1	...

Order Number Customer Status Amount Date ↓ Amount Invoiced Action

You do not have any Orders and Releases.

Now we're mobile.
Check it out.
[Download on the App Store](#) [ANDROID APP ON Google play](#)

Tasks Update Profile Information 15%

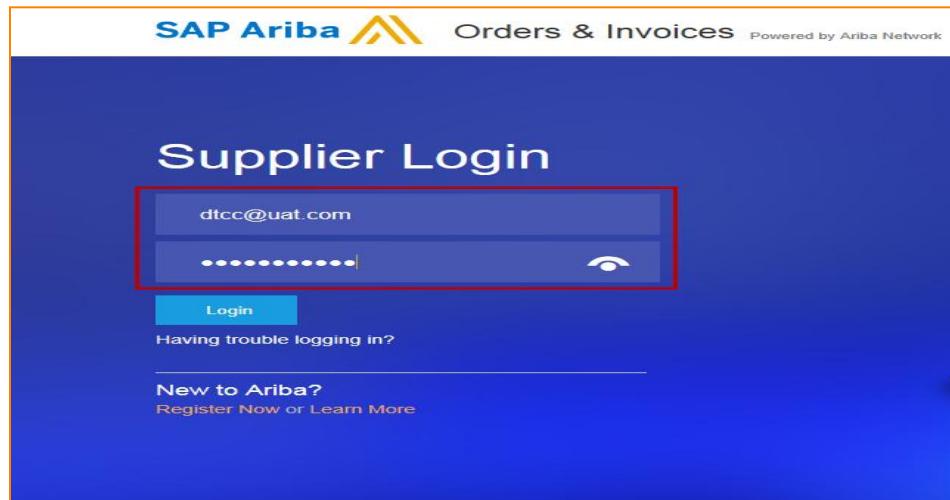
Tipos de contas da Ariba - Diferenças

DESCRIÇÃO	FORNECEDOR COM HABILITADO LIGHT	FORNECEDOR COM CONTA LIGHT
É necessário cadastramento	Não	Sim, utilizando o e-mail de notificação da ordem de compra
E-mail da ordem de compra e originado de	Sim <u>ordersender-prod@ansmtp.ariba.com</u>	Sim <u>ordersender-prod@ansmtp.ariba.com</u>
Para criar e enviar uma fatura	Clique no botão ' CRIAR FATURA ' no corpo do e-mail	Cliquem em ' 'PROCESSAR ORDEM' no corpo do e-mail
Envio de fatura	<u>Exige uma</u> Senha de uso único (OTP)	Clique no botão <u>Enviar</u> para enviar uma fatura do Portal da Ariba Network

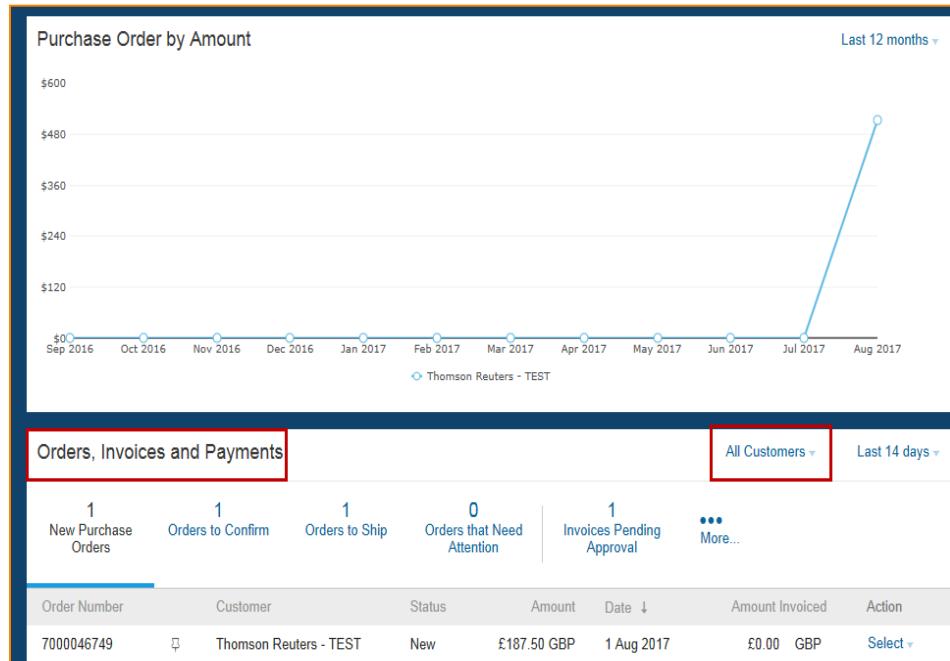
Exibição do status da fatura

Conta Light - Exibição do status da fatura

1. Conecte-se ao **Portal da conta Light da Ariba**.



2. Acesse a **seção Ordens, faturas e pagamentos**.
3. Selecione o **Cliente** para o qual deseja visualizar o status da fatura.



Conta Light - Exibição do status da fatura

4. Verifique o número da ordem de compra e clique no link **Mais** (3 pontos)

Orders, Invoices and Payments						
				All Customers	Last 14 days	
1	New Purchase Orders	1	Orders to Confirm	1	Orders to Ship	0
0	Orders that Need Attention					1
	Invoices Pending Approval					
Order Number	Customer	Status	Amount	Date ↓	Amount Invoiced	Action
7000046749	Thomson Reuters - TEST	New	£187.50 GBP	1 Aug 2017	£0.00 GBP	Select

5. O sistema exibirá diversas etapas dos detalhes da fatura

Orders, Invoices and Payments						
				Thomson Reuters - TEST		
1	New Purchase Orders	1	Orders to Confirm	1	Orders to Ship	0
0	Orders that Need Attention					1
	Invoices Pending Approval					
Order Number	Customer	Status	Amount	Date ↓		
7000046749	Thomson Reuters - TEST	New	£187.50 GBP	1 Aug 2017		

0 New Early Payment Offers 2 Invoices Pending Payment 0 Invoices Rejected 1 Invoices Pending Approval

0 Payments that Need Attention 0 Payments Received 1 Pinned Documents 2 Orders to Invoice

0 Orders with Service Lines

[Manage Default Tiles](#)

SAP Ariba ▾

Apêndice

Benefícios mais importantes

GRATUITO, FÁCIL E SIMPLES - Processo de cadastramento

FÁCIL de gerir e acessar as ordens de compra (POs) dos fornecedores e faturas eletrônicas com 100% de **FACILIDADE E RAPIDEZ** e **SEM CUSTOS!**

FACILIDADE de transacionar documentos como confirmações de ordens e faturas ou notas de crédito

MAIOR VISUALIZAÇÃO do status dos documentos
(confirmação/recebimento de faturas e ordens de compra)

Receba **NOTIFICAÇÕES DE STATUS EM TEMPO REAL** para os documentos do fornecedor (ordens de compra, envio de faturas, confirmação de ordens e pagamentos de faturas eletrônicas)

Novos recursos

CAPACIDADE MULTIUSUÁRIO - Crie contas de vários usuários com permissões para diferentes funções dentro da empresa do fornecedor

MONITORAMENTO DAS PRINCIPAIS ATIVIDADES - Ordens de compra e dados da fatura ou sinalização de documentos importantes para mais tarde

APLICATIVO MÓVEL PARA FORNECEDORES DA SAP ARIBA – Baixe gratuitamente e acesse sua conta Light sem custo!

ARQUIVO LEGAL – Notificações de e-mail e download on-line fornecem acesso a ordens de compra e faturas para arquivamento local

Tipos de contas da Ariba

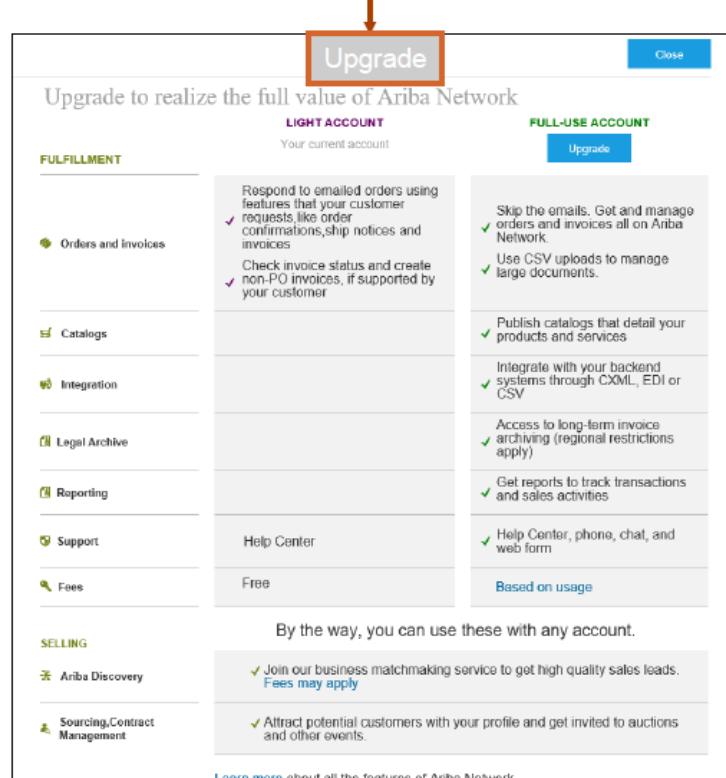
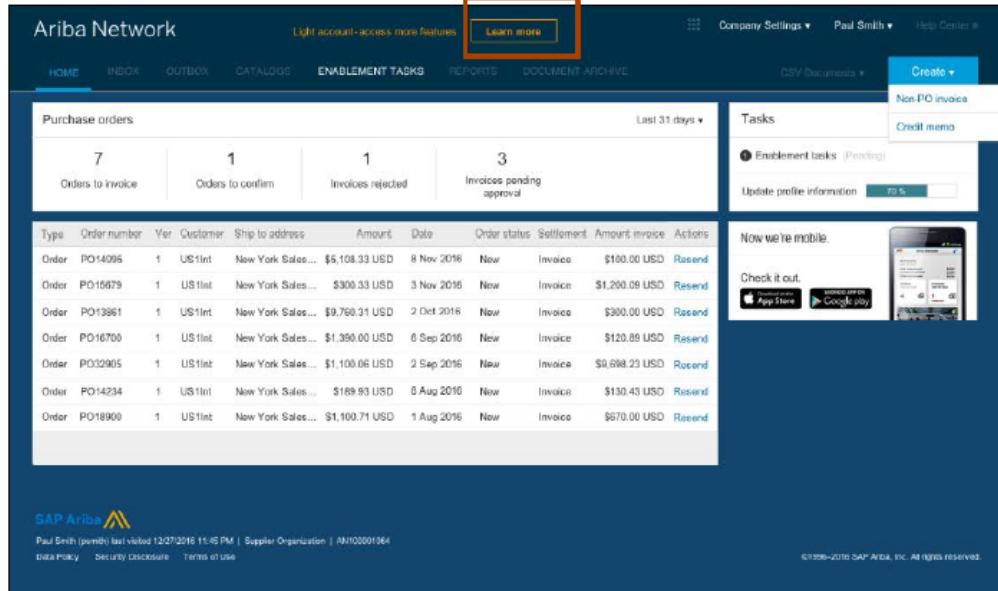
RECURSOS	CONTA LIGHT	CONTA HABILITADO COMPLETO
Access	Through email notifications	Online dashboard
Company Profile	✓	✓
Purchase Order, Order confirmation (full & partial), Ship Notice, Service Entry Sheet, (Non-PO) Invoice, Credit Memo	✓	✓
Electronic Catalogs	✗	✓
Invoice status	Email notifications	Outbox with easy access from any browser
Legal Archive	Email notification and online download	<ul style="list-style-type: none"> Long-term invoice archiving for global compliance (Regional restrictions apply) Capability to mass download invoices for local archiving
Ariba Support	Online Help Center	<ul style="list-style-type: none"> Support via phone, chat, or email Direct access to enablement experts for onboarding assistance Technical support for configuration and integration assistance Online educational training courses
Integration	✗	✓
Reporting	✗	✓
Multiple customer relationships	✓	✓
Multi users	✓	✓
Mobile App	✓	✓
Ariba Discovery	✓ Fees may apply to respond to leads. Click here for more information.	✓ Fees may apply to respond to leads. Click here for more information.
Fees	FREE	Fees may apply, See complete details .

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Atualizar

Home Page – Upgrade to Realize the Full Value of Ariba Network



The image shows two screenshots of the Ariba Network interface. The left screenshot is the main home page, featuring a navigation bar with 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'ENABLEMENT TASKS', 'REPORTS', and 'DOCUMENT ARCHIVE'. Below this is a summary of purchase orders: 7 Orders to invoice, 1 Orders to confirm, 1 Invoices rejected, and 3 Invoices pending approval. A 'Learn more' button is highlighted with a red box. The right screenshot is a modal window titled 'Upgrade' with the subtitle 'Upgrade to realize the full value of Ariba Network'. It compares 'LIGHT ACCOUNT' (Your current account) and 'FULL-USE ACCOUNT'. The 'FULL-USE ACCOUNT' section is highlighted with a red box and lists various features like mobile access, CSV uploads, catalog publishing, integration with backend systems, long-term invoice archiving, reporting, support, fees, and help center access. Both sections include a 'Skip the emails. Get and manage orders and invoices all on Ariba Network.' link.

- Atualizar para uma conta Habilitado Completo (conta de uso completo) na Ariba Network pode incidir em **cobranças de assinatura para fornecedores!**
- Visite a página de [assinaturas e de preços da SAP Ariba](#) ou o site <https://www.ariba.com/> para saber mais sobre as taxas de assinatura regionais.

Contas de vários usuários

Ariba Network

Test Mode

Upgrade from light account

Learn More

1

Company Settings ▾

Nancy Drew ▾

HOME INBOX OUTBOX CATALOGS REPORTS

CSV Do

Orders, Invoices and Payments

0 New Purchase Orders 0 Orders to Confirm 0 Orders to Ship 0 Orders that Need Attention

1 Orders to Invoice

More...

All Customers ▾

Last 14 days ▾

Ariba Network

Test Mode

Company Settings ▾

Nancy Drew

Account Settings

Customer Relationships Users Notifications Application Subscriptions

Save

Close

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

3

Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned	Customer Assigned
sum777@uat.com	sum.nathan@gmail.com	sum777	nathan	No	All Responsibilities	All
sum789@uat.com	sumathi.nathan@thomsonreuters.com	sumathi	nathan	No	Order Management (...)	Thomson Reuters - TEST

↳

Edit

Delete

Add to Contact List

Remove from Contact List

Make Administrator

Create User

Customer Relationships

Users

2

Notifications

Application Subscriptions

View All

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Network Notifications

View All

O administrador do sistema é a pessoa que:

- i. Faz o cadastro para a conta Light através das notificações de e-mail da ordem de compra
- ii. Configura as contas de vários usuários
- iii. Entra em contato com a Central de Ajuda da Thomson Reuters P2P, [Central de Ajuda P2P](#) ou Suporte da Ariba www.ariba.com

Recursos

Recursos de ajuda do fornecedor - Site do comprador

Conta Light - Ariba (site externo)

Site:

[Site externo de sourcing global de fornecedores](#)

Atualizações da Ariba

- [Recursos da conta Light da Ariba](#)
- [Taxas de habilitação completa da Ariba](#) (somente para fornecedores com conta Habilitado Completo)

Recursos de autoajuda

- [Exemplo de uma ordem de compra do fornecedor na conta Light da Ariba](#)
- [Como se cadastrar para a conta Light da Ariba](#)
- [Como fazer o upload de uma fatura da conta Light](#)
- [Sessão de cúpula do fornecedor da Ariba \(Gravação\)](#)
- [Cadastramento de conta Light e upload de faturamento da Ariba \(Gravação\)](#)

Supporte

- Fornecedores com habilitado Completo
- Fornecedores com conta Light

OUR POLICY TOWARDS THE USE OF COOKIES
All Thomson Reuters websites use cookies to improve your online experience. They were placed on your computer when you launched this website. You can change your cookie settings through your browser.

✓ Okay to Continue
Cookie Policy

DIRECTORY OF SITES LOGIN CONTACT SUPPORT

THOMSON REUTERS Products & Services About Us Careers Search Share

Home > Global Sourcing and Procurement at Thomson Reuters > Thomson Reuters uses Ariba to transact with our suppliers

Thomson Reuters uses Ariba to transact with our suppliers

Thomson Reuters uses Ariba, a third-party electronic transaction processing tool, to issue and manage Purchase Orders (POs), invoices, and supplier on-boarding. Suppliers transacting with Thomson Reuters are required to comply with our Ariba processes. We accept both the no-fee Light Enablement and the fee-based Full Enablement Ariba options. Suppliers electing to use the Full Enablement alternative will be required to absorb any associated Ariba charges.

If you are transacting with us in one of the following countries, you are required to send invoices to Thomson Reuters electronically using either the Light or Fully Enabled Ariba options:

Australia	Norway
Canada	New Zealand
Denmark	Poland
Germany	Singapore
Hong Kong	Switzerland
Ireland	United Kingdom
Netherlands	United States

During Q3 2017, we will enable the following countries for electronic invoicing and suppliers will be required to send their invoices using either the Light or Fully Enabled Ariba options. Specific timing will be provided soon:

Austria	Lithuania
Belgium	Luxembourg
Bulgaria	Mauritius

Ariba Links

Features of Ariba Light account
Available Q3 2017

Ariba Full enablement fees
For fully enabled suppliers only

Links and downloads

Example of an Ariba enabled supplier Purchase Order [PDF] >

How to upload a Light Enabled invoice [PDF] >

How to register, once invited to become a Thomson Reuters supplier [PDF] >

Support

Supporte de ajuda do fornecedor - Portal

Ariba Network

HOME

INBOX

OUTBOX

CATALOGS

CSV Documents ▾

Create ▾

Orders, Invoices and Payments

0
Orders to Invoice

0
Orders that Need Attention

0
Invoices Re

Invoice #

Customer

Test_Invoice



Thomson Reuters - TEST

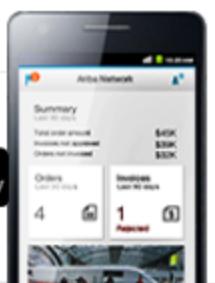
Utilize o campo **Pesquisar** para obter assistência na
opção **Central de Ajuda** do Portal

« Help Center

Create Invoice

Trends Refresh

Now we're mobile.



Check it out.



Tasks

Update Profile Information

15%

FAQ How do I create documents against purchase orders from my customer?

FAQ How to configure your user account information and company settings

VIDEO Register and send an order confirmation (4:10)

FAQ How do I invoice a purchase order if I lose the email notification?

FAQ Remittance address, payment method, and bank field descriptions

VIDEO Add a new user (3:12)

FAQ When do I need to contact the account administrator for my



THOMSON REUTERS®

Como obter ajuda

Contatos da Central de Ajuda da Thomson Reuters:

<https://thehub.thomsonreuters.com/docs/DOC-2048506>

Equipe de habilitação de fornecedores:

aribaenablement@thomsonreuters.com

LEMBRE!!!

NÃO CADASTRE-SE AGORA!

Os fornecedores precisam se cadastrar assim que receberem a próxima notificação de e-mail de ordem de compra **APÓS O LANÇAMENTO! (30 de setembro de 2017)**



**ARIBA..... é assim que faremos negócios com nossos
fornecedores na Thomson Reuters!**

