

“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



THOMSON REUTERS™

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

Habilitado Light e conta Light

HABILITADO LIGHT

Notificação de e-mail da ordem de compra

From: "Thomson Reuters - TEST" [mailto:ordersender-prod@ansmtp.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 invoicing is required, have suppliers submit their Purchase Order related invoices.

Please retain this Purchase Order eMail.

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 eInvoice.

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

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: mt@tr.com

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

Payment Terms
NET 50

Comments

Comment Type: Terms and Conditions
Body: <http://tsmrtr.s/29R8CG0>

CONTA LIGHT

Notificação de e-mail da ordem de compra

Message 7000046748.htm (20 KB)

From: "Thomson Reuters - TEST" [mailto:ordersender-prod@ansmtp.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](#).



THOMSON REUTERS

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

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



THOMSON REUTERS®

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](#).



THOMSON REUTERS

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

Join **your customer** on Ariba Network!

Sign up

Already have an account? **Log in**



SAP Ariba  Orders & Invoices Powered by Ariba Network

Supplier Login

sntraining@uat.com

.....



Login

Having trouble logging in?

New to Ariba?

[Register Now](#) or [Learn More](#)

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 Help Center >>

Register Register Cancel

Company information

* Indicates a required field

Company Name*

Country* ▼ 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.

Address*

City*

State

Postal Code*

User account information

* Indicates a required field

First Name Last Name

[Ariba Privacy Statement](#)

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

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

Ariba Privacy Statement

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

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

Ariba Privacy Statement

* Indicates a required field

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 Network

Register

Company information

4

Company Name* BOBS BOOKS LTD-TEST

Country* United Kingdom [GBR]

Ariba Network light account is Free

Already have an account? Login

Ariba Privacy Statement

* Indicates a required field

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

Purchase Order by Amount

Last 12 months

Month	Amount (\$)
Sep 2016	0.0
Oct 2016	0.0
Nov 2016	0.0
Dec 2016	0.0
Jan 2017	0.0
Feb 2017	0.0
Mar 2017	0.0
Apr 2017	0.0
May 2017	0.0
Jun 2017	0.0
Jul 2017	0.0
Aug 2017	4.5

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...

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

How to configure your user account information and company settings

Register and send an order confirmation (4:10)

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

Add a new user (3:12)

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

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

Invoices (3:10)

What browser versions are certified for SAP Ariba cloud solutions?

Send a PO-based invoice (4:35)

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

Etapas 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.

Etapas 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
Message 7000046826.htm (20 KB)

Sent: Wed 8/9/20



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](#).



THOMSON REUTERS

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


Payment Terms
NET 50

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)

SAP Ariba  Orders & Invoices Powered by Ariba Network

Supplier Login

Your company SUMATHI NATHAN TRAINING CO. LTD-TEST is already registered.


If you don't have a user account, [request one now](#).

User Name

Password

Login

Having trouble logging in?

 THOMSON REUTERS®

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

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

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

Other Information
CompanyCode: 3408
Purchasing Unit Name: Reuters Ltd

Routing Status: Sent

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 from Light Account 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](#)

Tax ⓘ

☒ Header level tax ⓘ ☐ Line level tax ⓘ

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: ☐ Shipping Documents ☐ Special Handling ☐ Discount Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	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

PreviousSaveSubmitExit

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
Invoice Date : Saturday 12 Aug 2017 5:28 PM GMT+05:30
Original Purchase Order : 7000046826

Subtotal : 150.00 INR
Total Tax : 30.00 INR £0.36 GBP
Total Amount without Tax : 150.00 INR
Amount Due : 180.00 INR
(1 Indian Rupee = 0.012 British Pound)

REMIT TO:
SUMATHI NATHAN
TRAINING CO. LTD-TEST

Postal Address:
INSIGHT DIRECT UK LTD
SHEFFIELD

BILL TO:
REUTERS LIMITED UK (3408)

Postal Address (default):
scanning.emea@thomsonreuters.com
ATTN ACCOUNTS PAYABLE
PO BOX 55744
LONDON

SUPPLIER:
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 ConfirmationCreate Ship NoticeCreate InvoicePrintDownload PDFDownload CSVResend

Order DetailOrder 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

HOMEINBOXOUTBOXCATALOGSREPORTS

CSV DocumentsCreate

TrendsRefresh

Orders, Invoices and Payments

All CustomersLast 14 days

0New Purchase Orders

0Orders to Confirm

0Orders to Ship

0Orders that Need Attention

1Invoices Pending Payment

More...


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.

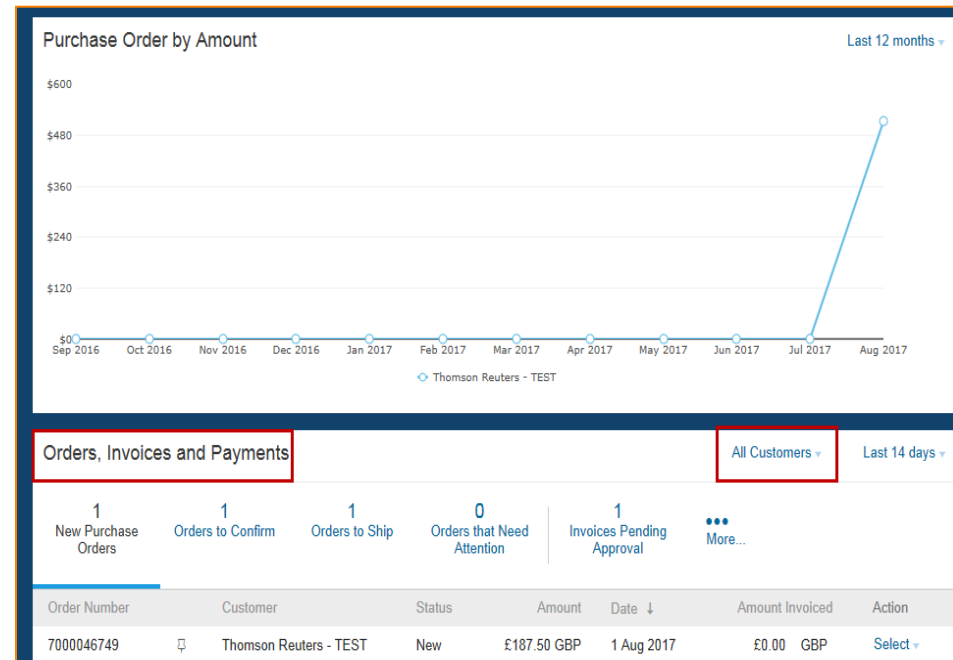
SAP Ariba  Orders & Invoices Powered by Ariba Network

Supplier Login

Login

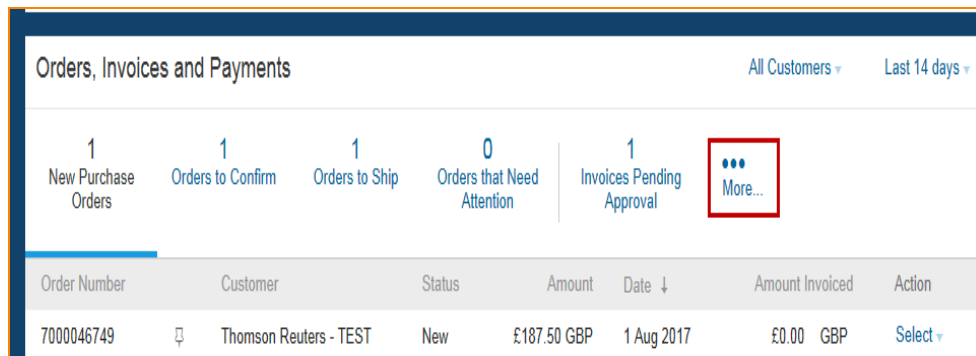
Having trouble logging in?

New to Ariba?
Register Now or Learn More



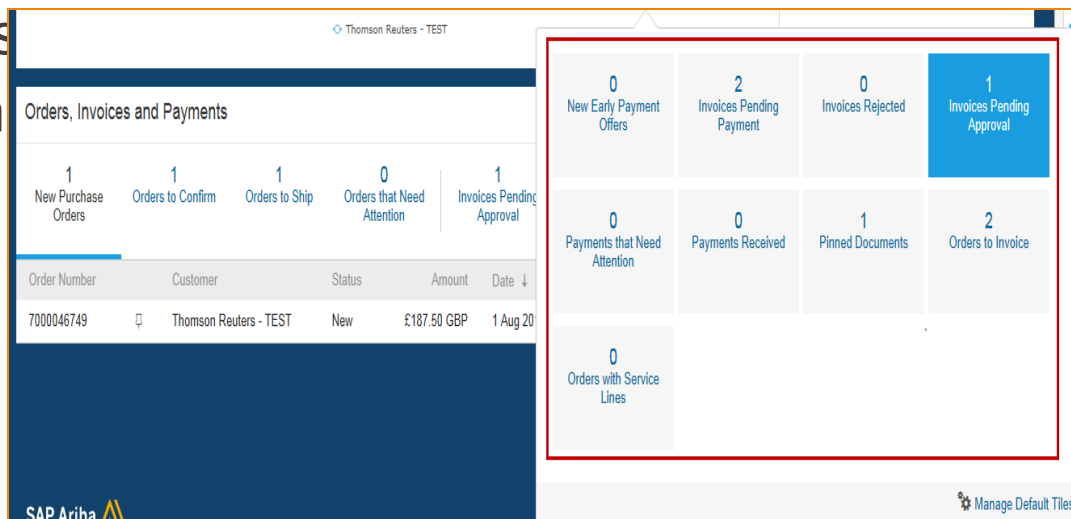
Conta Light - Exibição do status da fatura

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 Orders that Need Attention	1 Invoices Pending Approval	More...	
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 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 ▾

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

SAP Ariba

Manage Default Tiles

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 .

[More](#)



Atualizar

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

The screenshot shows the Ariba Network home page. A red box highlights the 'Learn more' button in the top navigation bar. An arrow points from this button to a modal window titled 'Upgrade'. The modal window compares the 'LIGHT ACCOUNT' (current) with the 'FULL-USE ACCOUNT' (upgrade). The 'LIGHT ACCOUNT' section lists features like Fulfillment, Catalogs, Integration, Legal Archive, Reporting, Support, and Fees. The 'FULL-USE ACCOUNT' section lists additional features like Skip emails, CSV uploads, Publish catalogs, Backend integration, Long-term invoice archiving, Reports, and Help Center. A 'Close' button is in the top right of the modal.

Ariba Network Light account - access more features [Learn more](#) Company Settings Paul Smith Help Center

HOME INBOX OUTBOX CATALOGS **ENABLEMENT TASKS** REPORTS DOCUMENT ARCHIVE CSV Documents Create

Purchase orders Last 31 days

Type	Order number	Yr	Customer	Ship to address	Amount	Date	Order status	Settlement	Amount invoice	Actions
Order	PO14095	1	US1Int	New York Sales...	\$5,108.33 USD	8 Nov 2016	Now	Invoice	\$100.00 USD	Resend
Order	PO15679	1	US1Int	New York Sales...	\$300.33 USD	3 Nov 2016	Now	Invoice	\$1,200.08 USD	Resend
Order	PO13961	1	US1Int	New York Sales...	\$9,760.31 USD	2 Oct 2016	Now	Invoice	\$300.00 USD	Resend
Order	PO16700	1	US1Int	New York Sales...	\$1,390.00 USD	6 Sep 2016	Now	Invoice	\$120.88 USD	Resend
Order	PO32905	1	US1Int	New York Sales...	\$1,100.06 USD	2 Sep 2016	Now	Invoice	\$0,698.23 USD	Resend
Order	PO14234	1	US1Int	New York Sales...	\$189.93 USD	6 Aug 2016	Now	Invoice	\$130.43 USD	Resend
Order	PO18900	1	US1Int	New York Sales...	\$1,100.71 USD	1 Aug 2016	Now	Invoice	\$670.00 USD	Resend

Tasks: Enablement tasks (Pending) Update profile information 70 %

Now we're mobile. Check it out. [App Store](#) [Google play](#)

Upgrade Close

Upgrade to realize the full value of Ariba Network

LIGHT ACCOUNT Your current account

FULL-USE ACCOUNT Upgrade

FULFILLMENT

- Orders and invoices
 - Respond to emailed orders using features that your customer requests like order confirmations, ship notices and invoices
 - Check invoice status and create non-PO invoices, if supported by your customer
- Catalogs
 - Publish catalogs that detail your products and services
- Integration
 - Integrate with your backend systems through CXML, EDI or CSV
- Legal Archive
 - Access to long-term invoice archiving (regional restrictions apply)
- Reporting
 - Get reports to track transactions and sales activities
- Support
 - Help Center
- Fees
 - Free

SELLING

- Ariba Discovery
 - Join our business matchmaking service to get high quality sales leads. Fees may apply
- Sourcing, Contract Management
 - Attract potential customers with your profile and get invited to auctions and other events.

By the way, you can use these with any account.

[Learn more about all the features of Ariba Network.](#)

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- Atualizar para uma conta Habilitado Completo (conta de uso completo) na Ariba Network pode incidir em **cobranças de taxas 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

SUMATHI NATHAN TRAI...
ANID: AN01056985934-T

Company Profile

Account Settings

Customer Relationships

Users

Notifications

Application Subscriptions

View All

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Network Notifications

View All

Orders, Invoices and Payments

All Customers

Last 14 days

0 New Purchase Orders

0 Orders to Confirm

0 Orders to Ship

0 Orders that Need Attention

1 Orders to Invoice

More...

Ariba Network

Test Mode

Company Settings

Nancy Drew

Account Settings

Save

Close

Customer Relationships

Users

Notifications

Application Subscriptions

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
<input type="checkbox"/>	sum777@uat.com	sum.nathan@gmail.com	sum777	nathan	No	All Responsibilities	All
<input type="checkbox"/>	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

O administrador do sistema é a pessoa que:

- Faz o cadastro para a conta Light através das notificações de e-mail da ordem de compra
- Configura as contas de vários usuários
- 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 \(Gravação\)](#)

Suporte

- Fornecedores com habilitado Completo
- Fornecedores com conta Light

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✓ Okay to Continue

🔗 Cookie Policy

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

Share

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

Suporte de ajuda do fornecedor - Portal

Ariba Network

HOME

INBOX

OUTBOX

CATALOGS

CSV Documents ▼

Create ▼

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

<< Help Center

Orders, Invoices and Payments

0
Orders to Invoice

0
Orders that Need
Attention

0
Invoices Re

Invoice #

Customer

Test_Invoice



Thomson Reuters - TEST

Now we're mobile.

Check it out.



Tasks

Update Profile Information

15%

Create Invoice



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

FAQ How to configure your user account information and company settings

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

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

FAQ Remittance address, payment method, and bank field descriptions

FAQ 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

LEMBRETE!!!

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!

