

“Ariba se presentará en el idioma del buscador que haya seleccionado. Todas las capturas de pantalla de este documento de capacitación se muestran en inglés y deberán usarse como guía para el formato y ubicación de los campos y botones de acción”.

TECNOLOGÍA OPERACIONES

TRANSFORMAR PARA
CRECER



ARIBA: CUENTA SIMPLE

Presentación del Instructor para los Proveedores

Septiembre de 2017

Agenda

- Thomson Reuters usa... Ariba
- Un vistazo: Autorización simple y cuenta simple
- Próximos pasos
 - Registro y acceso
 - Presentación de una factura de un PO de cuentas simples
- Pantalla del estado de la factura
- Apéndice
 - Tipos de cuenta de Ariba
 - Beneficios claves y nuevas funciones
 - Cuentas de múltiples usuarios
- Recursos de ayuda para proveedores y cómo obtener ayuda

Thomson Reuters usa... Ariba

Thomson Reuters usa... Ariba

Thomson Reuters usa Ariba para operar con nuestros proveedores

Thomson Reuters usa **Ariba**, una herramienta de procesamiento de transacciones electrónicas de terceros:

1. Para expedir y gestionar los pedidos de compra (Purchase Order, PO), las facturas y los proveedores contratados.

***Nota:** Los proveedores que operan con Thomson Reuters deben cumplir con los procesos de Ariba.*

2. Aceptamos tanto las opciones de Ariba de **autorización simple sin costo** como **la autorización completa tarifada**.

3. Los proveedores que eligen **usar la alternativa de autorización completa** deberán asumir los **cargos de Ariba** asociados.

Cuenta SIMPLE de Ariba: Fecha de implementación

Implementación



Cuenta SIMPLE de Ariba: 30 de septiembre de 2017

1. Agregado de 20 nuevos países de facturación electrónica
2. Transición de la autorización simple a la cuenta simple (proveedores actuales)

Un vistazo...

Autorización simple y cuenta
simple

Autorización simple y cuenta simple

AUTORIZACIÓN SIMPLE

- i. **NO** incurre en cargos/costos de Ariba
- ii. Solo se puede procesar y facturar desde la notificación de correo electrónico del pedido de compra
- iii. Requiere una contraseña que se utiliza una sola vez (One Time Password, OTP) para presentar facturas
- iv. Sin registro para operaciones de pedidos de compra
- v. ¿Se le perdió el correo electrónico del pedido de compra? Se debe solicitar una copia
- vi. **NO PUEDE** emitir notas de crédito
- vii. No hay visibilidad del historial de los pedidos de compra y aceptación o pagos de facturas
- viii. SIN visibilidad del portal de proveedores

CUENTA SIMPLE

- i. **NO** incurre en cargos/costos de Ariba
- ii. Solo se puede procesar y facturar desde la notificación de correo electrónico del pedido de compra
- iii. **YA NO** requiere de una contraseña que se utiliza una sola vez para presentar facturas
- iv. **REGISTRO** de pedidos de compra y facturación
- v. ¿Se le perdió el correo electrónico del pedido de compra? **ENVÍE USTED MISMO UNA COPIA DESDE EL PORTAL**
- vi. **PUEDE** emitir notas de crédito
- vii. Hay visibilidad del historial de los pedidos de compra y aceptación o pagos de facturas desde el Portal de cuentas simples de Ariba
- viii. Múltiples usuarios pueden acceder al Portal

Autorización simple y cuenta simple

AUTORIZACIÓN SIMPLE

Notificación por correo electrónico de pedidos de compra

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

SAP Ariba

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):-

- If there is a **[Create Invoice]** button shown on the Purchase Order below, click on it to create and submit your eInvoice.
- 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://tmsnr.rs/29R8CG0>

CUENTA SIMPLE

Notificación por correo electrónico de pedidos de compra

Message 7000046748.htm (20 KB)

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

SAP Ariba

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

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 pasos
Registro y acceso

Cuenta simple

Haga clic en **Procesar pedido** > Red de Ariba

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](#)

Cuenta simple

Si el proveedor **YA** tiene una cuenta en Ariba:

- Se registró de forma independiente
- O, recibió una invitación de registro de proveedores SIM de Thomson Reuters previamente

Haga clic en **Inicio de sesión** > Página de inicio de sesión de proveedores

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](#)

Cuenta simple

Si el proveedor **NO** tiene una cuenta en Ariba:

Haga clic en **Ingresar** > Registrarse

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* ▼

Address*

Line 2

Line 3

Line 4

City*

State

Postal Code*

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

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**

Cuenta simple

Complete lo siguiente en la página de registro:

1. Revise la **información de la compañía**
2. Ingrese la **información de la cuenta del usuario**
3. Acepte los **términos y la declaración de privacidad**
4. Haga clic en **Registrarse**

The screenshot shows the 'Register' page on the Ariba Network. The 'Company information' section is highlighted with a red box containing the number '1'. The form includes fields for Company Name (BOBS BOOKS LTD-TEST), Country (United Kingdom [GBR]), and Address (123 LOWER ROAD OFF MAIN STREET). There are also fields for Line 2, Line 3, Line 4, City (MARLOW), State, and Postal Code (ML53 5TT). A 'Register' button is visible at the top right. To the right of the form, there is a section titled 'Ariba Network light account is Free' with three icons: 'Strengthen relationships', 'Connect faster', and 'Reach more customers worldwide'. A small asterisk indicates required fields.

The screenshot shows the 'User account information' section of the registration page, highlighted with a red box containing the number '2'. The form includes fields for Name (sumathi, nathan), Email (sumathi.nathan@thomsonreuters.com), Username (dtcc@uat.com), Password (two fields with masked characters), Language (English), and Email orders to (sumathi.nathan@thomsonreuters.com). A 'Register' button is visible at the top right. To the right of the form, there is a section titled 'Ariba Privacy Statement' with a link to the statement. A small asterisk indicates required fields.

The screenshot shows the 'Terms and conditions' section of the registration page, highlighted with a red box containing the number '3'. The text states: '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.' Below the text is a checkbox labeled 'I have read and agree to the Terms of Use and the Ariba Privacy Statement', which is checked. A 'Register' button is visible at the top right. A small asterisk indicates required fields.

The screenshot shows the 'Register' page on the Ariba Network, highlighting the 'Register' button with a red box containing the number '4'. The 'Company information' section is visible, including fields for Company Name (BOBS BOOKS LTD-TEST), Country (United Kingdom [GBR]), and Address (123 LOWER ROAD OFF MAIN STREET). A 'Register' button is visible at the top right. To the right of the form, there is a section titled 'Ariba Network light account is Free' with a link to the statement. A small asterisk indicates required fields.

Cuenta simple

Al completar el registro, el proveedor se conectará con el Portal de cuentas simples de Ariba

The screenshot displays the Ariba Network user interface. At the top, the header includes the Ariba Network logo, a 'Test Mode' indicator, an 'Upgrade from light account' button, and a 'Learn More' button. The user's name 'sumathi nathan' is visible in the top right corner. The main navigation bar contains links for HOME, INBOX, OUTBOX, CATALOGS, and REPORTS. A 'Create' button is prominently displayed in blue. Below the navigation, there are 'Trends' and 'Refresh' icons. The central dashboard features a line chart titled 'Purchase Order by Amount' for 'Thomson Reuters - TEST' over the last 12 months. The chart shows a sharp increase in August 2017. To the right of the chart are links for 'Purchase Order by Volume', 'Purchase Order by Amount', and 'Outstanding Invoices'. Below the chart is a section for 'Orders, Invoices and Payments' with a summary of 1 New Purchase Order, 1 Order to Confirm, 1 Order to Ship, 0 Orders that Need Attention, and 0 Pinned Documents. A table below this summary lists the details of the purchase order. On the right side of the dashboard, there is a 'Now we're mobile' section with app download links for the App Store and Google Play. At the bottom right, there is a 'Tasks' section. A Help Center sidebar on the far right contains a search bar and a list of frequently asked questions.

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

Month	Amount
Sep 2016	\$0
Oct 2016	\$0
Nov 2016	\$0
Dec 2016	\$0
Jan 2017	\$0
Feb 2017	\$0
Mar 2017	\$0
Apr 2017	\$0
May 2017	\$0
Jun 2017	\$0
Jul 2017	\$0
Aug 2017	\$5

Thomson Reuters - TEST

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

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

Help Center

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

Cuenta simple



¡Recuerde!

¡La cuenta SIMPLE de Ariba **NO** es la misma que la cuenta de autorización COMPLETA de Ariba!

• Cuenta SIMPLE de Ariba

- i. Una cuenta SIN costo
- ii. Disponibilidad de funciones limitadas del portal de proveedores (Mostrar/confirmar pedidos de compra, enviar facturas y recibir pagos/datos de envío)

• Cuenta de autorización COMPLETA de Ariba (consulte el apéndice para ver los detalles)

- i. ¡Una cuenta tarifada que requiere de mejoras con un costo adicional!
- ii. Disponibilidad de funciones completas para proveedores como soporte para el catálogo o gestión de grandes volúmenes de documentos a través de acceso en línea, etc.

Presentación de una factura de un PO de cuentas simples


Cuenta simple: Presentación de facturas

Paso 1: Abra el correo electrónico de pedido de compra simple (ordersender-prod@ansmtp.ariba.com) del cual desee enviar una factura para el pago.

Paso 2: Haga clic en **Procesar pedido** en el cuerpo del correo electrónico.

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 8/9/20

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](#).



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

Cuenta simple: Presentación de facturas

Paso 3:El sistema muestra la **Página de inicio de sesión de proveedores** con el **nombre de la compañía del proveedor**.

Ingrese el **nombre de usuario** y **contraseña**.

(El nombre de usuario y la contraseña que el proveedor creó cuando se registró en la cuenta simple de 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®

Cuenta simple: Presentación de facturas

Paso 4: El sistema lo conectará con los **Detalles del pedido de compra** directamente en el Portal de cuentas simples de Ariba


Paso 5: Haga clic en el botón **Crear factura** y seleccionar **Factura estándar**

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 i
NET 50 Routing Status: Sent

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

Other Information
CompanyCode: 3408
Purchasing Unit Name: Reuters Ltd

Cuenta simple: Presentación de facturas

Paso 6: Complete las secciones del **ENCABEZADO, IMPUESTOS Y ARTÍCULO DE LÍNEA DE LA FACTURA**. Los campos indicados con asterisco (*) son obligatorios.

Paso 7: Haga clic en el botón de **Actualizar** y **Siguiente**.

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:

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		<input type="text" value="10"/>	EA	10.00 INR	100.00 INR

[Line Item Actions](#) [Delete](#)

[Update](#) [Save](#) [Exit](#) [Next](#)

Cuenta simple: Presentación de facturas

Paso 8: Haga clic en el botón **Enviar** para enviar la factura.

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: 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
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Cuenta simple: Presentación de facturas

Paso 9: Haga clic en el botón **Hecho** para conectar con el Portal de cuentas simples de 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

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

Tasks
Update Profile Information 15%


Tipos de cuentas de Ariba: Diferencias

DESCRIPCIÓN	PROVEEDOR CON AUTORIZACIÓN SIMPLE	PROVEEDOR CON CUENTA SIMPLE
Requiere de registro	No	Sí, usando la notificación por correo electrónico de pedidos de compra
Correo electrónico y formulario de pedido de compra	Sí ordersender-prod@ansmtp.ariba.com	Sí ordersender-prod@ansmtp.ariba.com
Para crear y enviar facturas	Haga clic en el botón “CREAR FACTURA” en el cuerpo del correo electrónico	Haga clic en “PROCESAR PEDIDO” en el cuerpo del correo electrónico
Presentación de factura	Requiere de una contraseña de un solo uso (OTP)	Haga clic en el botón Enviar para enviar la factura del Portal de la red de Ariba

Pantalla del estado de la factura

Cuenta simple: Pantalla del estado de la factura

1. Inicie sesión en el **Portal de cuentas simples de Ariba**.
2. Vaya a la sección de **Pedidos, facturas y pagos**.
3. Seleccione el **cliente** cuyo estado de factura desee consultar.

SAP Ariba  Orders & Invoices Powered by Ariba Network

Supplier Login

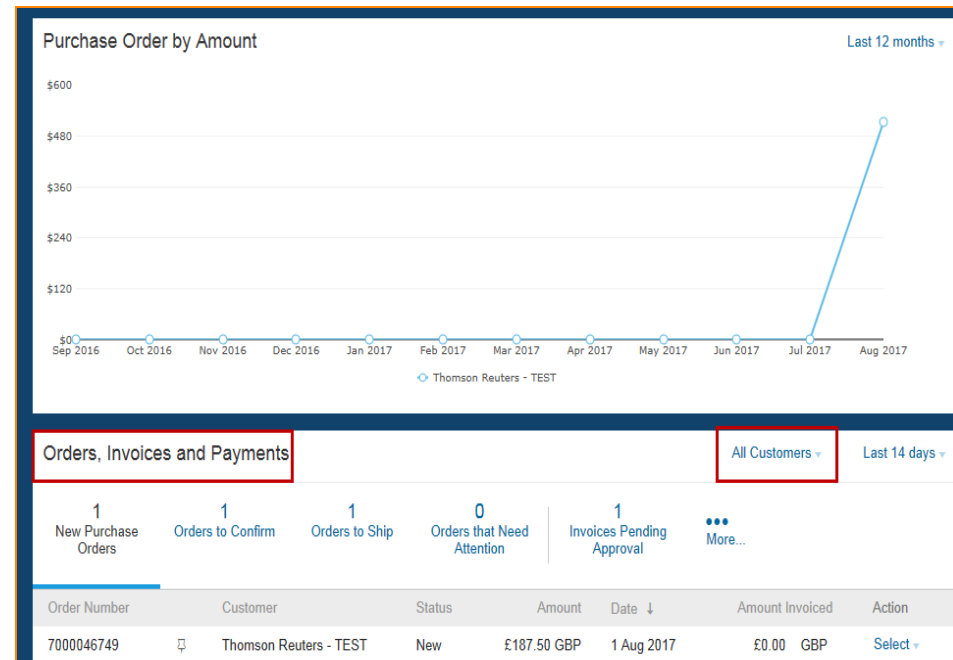
dtcc@uat.com

.....

Login

Having trouble logging in?

New to Ariba?
Register Now or Learn More



Cuenta simple: Pantalla del estado de la factura

4. Verifique el número de pedido de compra y haga clic en el enlace **Más** (3 puntos)

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. El sistema mostrará diferentes etapas de los detalles de las facturas

Order Number	Customer	Status	Amount	Date ↓
7000046749	Thomson Reuters - TEST	New	£187.50 GBP	1 Aug 20

Apéndice

Beneficios clave

GRATIS, FÁCIL Y SIMPLE: Proceso de registro

FÁCIL para manejar y acceder a los pedidos de compra (PO) del proveedor y Facturas electrónicas en una forma del 100 % FÁCIL Y RÁPIDA y SIN COSTO

FÁCILMENTE realice transacciones con documentos como confirmaciones de pedidos y facturas o memorandos de crédito

MAYOR VISIBILIDAD del estado de los documentos (facturas y confirmaciones o recibos de pedidos de compra)

Reciba NOTIFICACIONES DEL ESTADO EN TIEMPO REAL sobre los documentos de los proveedores (pedidos de compra, presentación de facturas, confirmaciones de pedidos y pagos de facturas electrónicas)

Nuevas funciones

CAPACIDAD PARA MÚLTIPLES USUARIOS: Cree cuentas de múltiples usuarios con permisos para diferentes roles dentro de una compañía proveedora

CONTROLE LAS ACTIVIDADES CLAVES: Pedidos de compra e información de facturas o marque documentos importantes para luego

APLICACIÓN MÓVIL DE PROVEEDORES DE ARIBA SAP: ¡Descarga gratuita y acceso a su cuenta simple sin costo!

ARCHIVO LEGAL: Las notificaciones por correo electrónico y las descargas en línea ofrecen acceso a los pedidos de compra y las facturas para su archivo local

Tipos de cuenta de Ariba

FUNCIONES	CUENTA SIMPLE	CUENTA DE AUTORIZACION COMPLETA
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](#)

Mejorar

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

Ariba Network

Light account - access more features [Learn more](#)

Company Settings Paul Smith Help Center

HOME INBOX OUTBOX CATALOGS ENABLEMENT TASKS REPORTS DOCUMENT ARCHIVE

Create Non-PO invoice Credit memo

Purchase orders Last 31 days

Type	Order number	Year	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	\$1,200.06 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 TO S

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

SAP Ariba

Paul Smith (psmith) last visited 12/27/2016 11:45 PM | Supplier Organization | AN100001064

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Upgrade

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.

- Mejorar a una cuenta de autorización completa (cuenta de uso completo) en la red de Ariba puede generar **cargos de suscripción** para los proveedores.
- Visite las [suscripciones de Ariba SAP](#) y la [página de precios](#) o <https://www.ariba.com/> para obtener más información sobre las tarifas de suscripción de toda la región.

Cuentas de múltiples usuarios

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 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

<input type="checkbox"/>	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

2 Users

1 Company Settings

El administrador de sistemas es la persona que:

- i. **Registra** la cuenta simple a través de la notificación por correo electrónico del pedido de compra
- ii. **Configura** las cuentas de múltiples usuarios
- iii. **Se comunica** con Atención al Cliente P2P de Thomson Reuters o Soporte de Ariba www.ariba.com

Recursos

Recurso de ayuda para proveedores: Sitio de compradores

Ariba: Cuenta simple (sitio web externo)

Sitio web:

[Sitio de tercerización global de proveedores externos](#)

Actualizaciones de Ariba

- [Funciones de la cuenta simple de Ariba](#)
- [Tarifas de autorización completa de Ariba](#) (solo para proveedores con autorización completa)

Recursos de ayuda independiente

- [Ejemplo de un pedido de compra de un proveedor con cuenta simple de Ariba](#)
- [Cómo registrarse para una cuenta simple de Ariba](#)
- [Cómo cargar una factura de una cuenta simple](#)
- [Sesión cumbre de proveedores de Ariba \(Registrar\)](#)
- [Registro de cuenta simple de Ariba y carga de facturación \(Registrar\)](#)

Soporte

- Proveedores con autorización completa
- Proveedores con cuenta simple

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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

Recurso de ayuda para proveedores: Portal

Ariba Network

Use el campo **Buscar** para solicitar asistencia en la opción de **Centro de Ayuda** del Portal

<< Help Center

HOME INBOX OUTBOX CATALOGS CSV Documents Create

Create Invoice

Orders, Invoices and Payments

0 Orders to Invoice 0 Orders that Need Attention 0 Invoices R

Invoice #	Customer
Test_Invoice	Thomson Reuters - TEST

Now we're mobile.

Check it out.



Tasks

Update Profile Information 15%

- FAQ 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)
- FAQ How do I invoice a purchase order if I lose the email notification?
- Remittance address, payment method, and bank field descriptions
- Add a new user (3:12)
- FAQ When do I need to contact the account administrator for my

Obtener ayuda

Contactos de Atención al Cliente de Thomson Reuters:

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

Equipo de autorización de proveedores:

aribaenablement@thomsonreuters.com

¡¡¡RECORDATORIO!!!

¡NO SE REGISTRE AHORA!

Los proveedores deberán registrarse una vez que reciban su próxima notificación por correo electrónico de pedidos de compra ¡LUEGO DE LA IMPLEMENTACIÓN! (30 de septiembre de 2017)



ARIBA..... es la forma en que haremos negocios con nuestros proveedores en Thomson Reuters!

