

“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

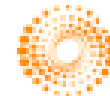
TRANSFORMAR PARA  
CRESCER



## 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

## CONTA LIGHT

### Notificação de e-mail da ordem 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



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 - 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](mailto: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](mailto: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>

### Notificação de e-mail da ordem 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



#### 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](mailto: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 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\*  ▼

Address\*

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


[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**

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 fields are filled with test data: Company Name: BOBS BOOKS LTD-TEST, Country: United Kingdom [GBR], Address: 123 LOWER ROAD OFF MAIN STREET, City: MARLOW, State: , Postal Code: ML53 5TT. A sidebar on the right contains promotional text: 'Ariba Network light account is Free', 'Strengthen relationships', 'Connect faster', and 'Reach more customers worldwide'. A 'Register' button is visible at the top right.

The screenshot shows the 'User account information' section of the registration page, highlighted with a red box containing the number '2'. The form fields are filled with test data: Name: sumathi, Email: sumathi.nathan@thomsonreuters.com, Username: dtcc@uat.com, Password: [masked], Language: English, Email orders to: sumathi.nathan@thomsonreuters.com. A sidebar on the right contains the 'Ariba Privacy Statement' link and instructions: 'Must be in email format (e.g. john@newco.com)', 'Must contain a minimum 8 characters including letters and numbers.', and 'The language used when Ariba sends you configurable notifications. This is different than your web b...'. A 'Register' button is visible at the top right.

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

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, with the same test data as in the previous screenshots. The 'Register' button is highlighted with a red box.

# Conta Light

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

The screenshot displays the Ariba Network portal interface. At the top, the header includes the Ariba Network logo, a 'Test Mode' indicator, an 'Upgrade from light account' button with a 'Learn More' link, and user information for 'sumathi nathan'. Navigation tabs include HOME, INBOX, OUTBOX, CATALOGS, and REPORTS. A 'CSV Documents' dropdown and a 'Create' button are also visible.

The main dashboard features a 'Purchase Order by Amount' line chart for the last 12 months, showing a sharp increase in August 2017. The chart data is as follows:

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	\$4.8

Below the chart, there are summary cards for 'Orders, Invoices and Payments' showing 1 New Purchase Order, 1 Order to Confirm, 1 Order to Ship, 0 Orders that Need Attention, and 0 Pinned Documents. A table lists the details of the new purchase order:

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

The right sidebar contains a 'Help Center' with a search bar and a list of frequently asked questions (FAQs) such as 'How do I create documents against purchase orders from my customer?' and 'How do I invoice a purchase order if I lose the email notification?'. A 'Tasks' section is also visible at the bottom of the sidebar.

# 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](mailto: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 8/9/20

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](mailto: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](mailto: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** 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

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

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)

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

**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 contas da Ariba - Diferenças

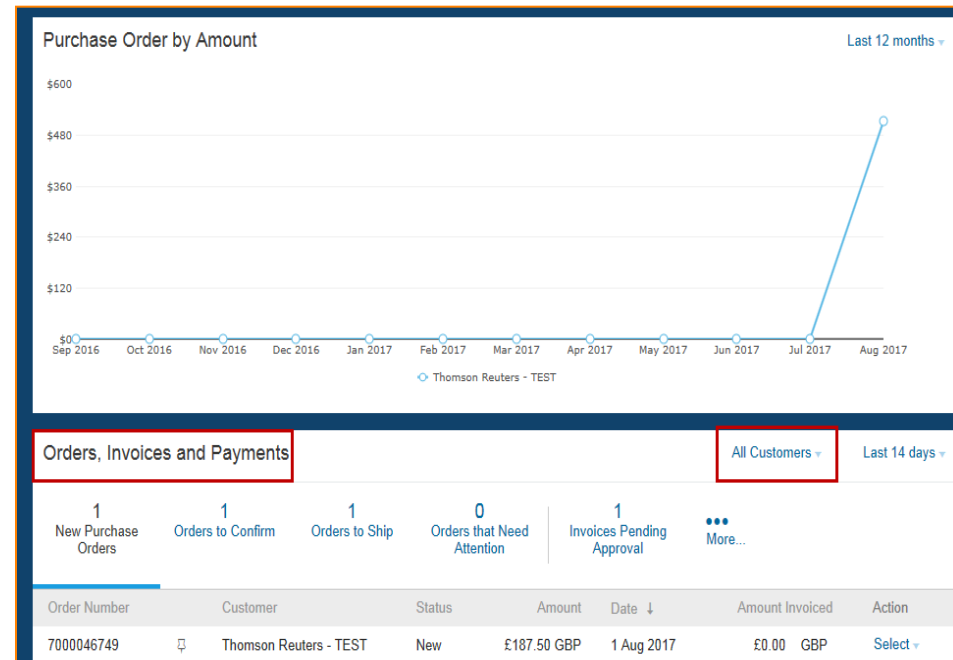
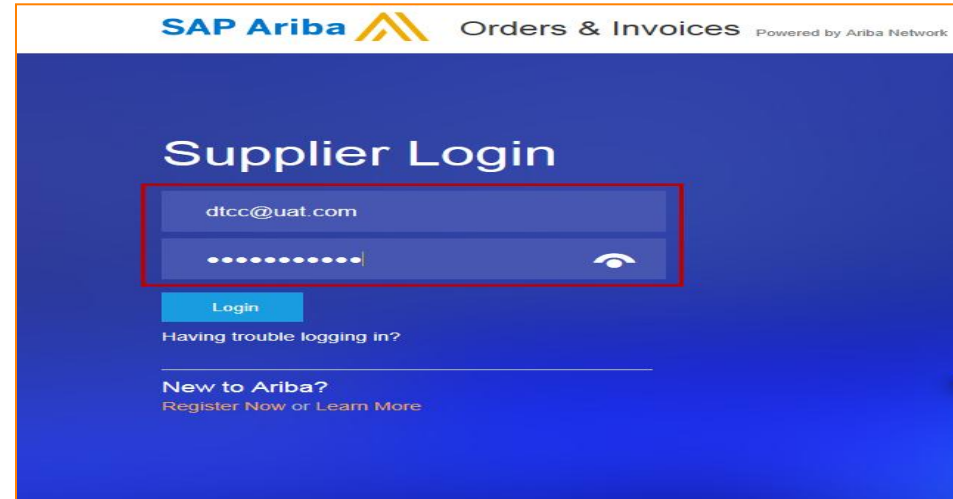
DESCRIÇÃO	FORNECEDOR COM HABILITADO LIGHT	FORNECEDOR COM CONTA LIGHT
É necessário cadastramento	Não	Sim, utilizando o e-mail de notificação da ordem de compra
E-mail da ordem de compra e originado de	Sim <a href="mailto:ordersender-prod@ansmtp.ariba.com">ordersender-prod@ansmtp.ariba.com</a>	Sim <a href="mailto:ordersender-prod@ansmtp.ariba.com">ordersender-prod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

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

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			

# 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"> <li>• Long-term invoice archiving for global compliance (Regional restrictions apply)</li> <li>• Capability to mass download invoices for local archiving</li> </ul>
Ariba Support	Online Help Center	<ul style="list-style-type: none"> <li>• Support via phone, chat, or email</li> <li>• Direct access to enablement experts for onboarding assistance</li> <li>• Technical support for configuration and integration assistance</li> <li>• Online educational training courses</li> </ul>
Integration	✗	✓
Reporting	✗	✓
Multiple customer relationships	✓	✓
Multi users	✓	✓
Mobile App	✓	✓
Ariba Discovery	✓ Fees may apply to respond to leads. <a href="#">Click here</a> for more information.	✓ Fees may apply to respond to leads. <a href="#">Click here</a> for more information.
Fees	FREE	Fees may apply, <a href="#">See complete details</a> .

[More](#)

# Atualizar

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

The image shows the Ariba Network home page interface. A red box highlights the 'Learn more' button in the top navigation bar. A red arrow points from this button to an 'Upgrade' dialog box on the right. The dialog box compares 'LIGHT ACCOUNT' (current) and 'FULL-USE ACCOUNT' (upgrade) features.

**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

The screenshot displays the Ariba Network interface. At the top, the header includes 'Ariba Network', 'Test Mode', 'Upgrade from light account', and 'Learn More'. The main navigation bar contains 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', and 'REPORTS'. The central dashboard shows 'Orders, Invoices and Payments' with various metrics: 0 New Purchase Orders, 0 Orders to Confirm, 0 Orders to Ship, 0 Orders that Need Attention, and 1 Orders to Invoice. A sidebar on the right contains a dropdown menu for 'Company Settings' with options like 'SUMATHI NATHAN TRAI...', 'Company Profile', 'Account Settings', 'Customer Relationships', 'Users' (highlighted with a red box and a '2' in an orange box), 'Notifications', 'Application Subscriptions', 'View All', 'Network Settings', 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Remittances', 'Network Notifications', and 'View All'. The main content area shows 'Account Settings' with tabs for 'Customer Relationships', 'Users' (selected), 'Notifications', and 'Application Subscriptions'. Below this is the 'Manage Users' section, which includes a table of users and a '3' in an orange box. The table has columns for 'Username', 'Email Address', 'First Name', 'Last Name', 'Ariba Discovery Contact', 'Role Assigned', and 'Customer Assigned'. Two users are listed: 'sum777@uat.com' (sum.nathan@gmail.com) with 'All Responsibilities' and 'sum789@uat.com' (sumathi.nathan@thomsonreuters.com) with 'Order Management (...)'. Below the table are buttons for 'Edit', 'Delete', 'Add to Contact List', 'Remove from Contact List', 'Make Administrator', and 'Create User'.

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

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](http://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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## 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

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**Features of Ariba Light account**  
Available Q3 2017

**Ariba Full enablement fees**  
For fully enabled suppliers only

### Links and downloads

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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

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

HOME

INBOX

OUTBOX

CATALOGS

CSV Documents ▾

Create ▾

Trends

Refresh

## 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%

<< Help Center

Create Invoice

- 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?
- Remittance address, payment method, and bank field descriptions
- Add a new user (3:12)
- When do I need to contact the account administrator for my

# 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](mailto: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!

