TECHNOLOGY OPERATIONS TRANSFORM FOR GROWTH

ARIBA : LIGHT ACCOUNT Instructor's Presentation for <u>Suppliers</u>

September, 2017



Agenda

- Thomson Reuters uses...Ariba
- At a Glance Light Enabled and Light Account
- Next Steps
 - Registration & Access
 - Submission of Light Account PO Invoice
- Display of Invoice Status
- Appendix
 - Types of Ariba Accounts
 - Key Benefits and New Features
 - Multiple User Accounts
- Supplier Help Resources & Getting Help



Thomson Reuters uses ... Ariba

Thomson Reuters uses...Ariba

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.
 Note : Suppliers transacting with Thomson Reuters are required to comply with our Ariba processes.
- We accept both the no-fee Light Enablement and the feebased Full Enablement Ariba options.
- 3. Suppliers electing to use the Full Enablement alternative will be required to absorb any associated Ariba charges



Ariba LIGHT Account- GO Live Date



Ariba LIGHT Account – 30th September 2017

- 1. Addition of 20 new e-invoicing countries
- 2. Transition from Light Enabled to Light Account (Existing Suppliers)



At a Glance... Light Enabled & Light Account

Light Enabled and Light Account

LIGHT ENABLED

- i. DO NOT incur Ariba charges /fees
- ii. Can only process and invoice from the Purchase Order email notification
- iii. Requires One Time Password (OTP) to submit invoices
- iv. No registration for Purchase Order transactions
- v. Lost the Purchase Order email? Need to request for a copy
- vi. CANNOT raise Credit Notes
- vii. No visibility of Purchase Order history and invoice acceptance or payments
- viii. NO supplier portal visibility

LIGHT ACCOUNT

- i. **DO NOT** incur Ariba charges /fees
- ii. Can only process and invoice from the Purchase Order email notification
- iii. NO LONGER requires One Time Password to submit invoices
- iv. REGISTER for Purchase Order and invoicing
- v. Lost the Purchase Order email? SEND YOURSELF A COPY FROM THE PORTAL
- vi. CAN raise Credit Notes
- vii. Visibility of Purchase Order history and invoice acceptance or payments from the Ariba Light Account Portal
- viii. Multiple users can access the Portal



Light Enabled and Light Account

LIGHT ENABLED

Purchase Order Email Notification

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

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

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 eInvoicing is required, have suppliers submit their Purchase Order related invoices.

Please retain this Purchase Order eMail.

To submit your invoice 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



LIGHT ACCOUNT

Purchase Order Email Notification

🔄 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

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.



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:	To: DTCC FUE
REUTERS LIMITED UK (3408)	BROADGA
scanning.emea@thomsonreuters.com	FL 7
ATTN ACCOUNTS PAYABLE	LONDON
PO BOX 55744	LO
LONDON	EC2A 2D0
TOWER HAMLETS	United Kin

	Purchase Order
ATE WEST ONE SNOWDEN ST	(New) 7000046748 Amount: £200.00 GBP Version: 1
) Iadom	



Next Steps Registration & Access

Click Process Order > 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.



Learn more

If the supplier **ALREADY** has an account with Ariba :

- Registered independently
- Or, received a SIM supplier registration invitation from Thomson Reuters earlier

Click Log In > Supplier Login Page



If the supplier **DOES NOT** have an account with Ariba :

Click <mark>Sign up</mark> >	Register	Join your custome	er on Ariba Network!
Ariba Network			Help Center »
Register			Register Cancel
Company informatio	n	* Indicates a required field	Ariba Network light account is
Company Name: * BC Country * Ur Address * 12 Lir Lir City * M/ State Postal Code * MI User account information	DBS BOOKS LTD-TEST nited Kingdom [GBR] I3 LOWER ROAD OFF MAIN STREET ne 2 ne 3 ne 4 ARLOW	✓ If your company has more than one office, enter the main office address. You can enter more addresses such as your shipping address, billing address or other addresses later in your company profile.	Already have an account? Login
		* Indicates a required field Ariba Privacy Statement	Reach more customers worldwide

Complete the following on the Registration Page :

- 1. Review Company Information
- 2. Enter User Account Information
- 3. Accept Terms and Privacy Statement
- 4. Click Register

Ariba Network			Help Center >>
Register			Register Cancel
Company informat	tion 1		Ariba Network
Compony Name: #		 Indicates a required field 	light account is Free
Country*	United Kingdom [GBR]	✓ If your company has more than one office, enter the	Already have an account? Login
Address*	123 LOWER ROAD OFF MAIN STREET	main office address. You can enter more addresses such as your shipping address, billing address or	Strengthen relationships
	Line 2	other addresses later in your company profile.	Collaborate with your customer on
	Line 4		the same secure network.
State	MARLOW		Connect faster Exchange
Postal Code*	ML53 5TT		documents electronically and streamline
User account infor	rmation		communications.
Manaak	First Mana	* Indicates a required field Ariba Privacy Statement	customers worldwide

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 pragization 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



On completion of registration, Supplier will be connected to the Ariba Light Account Portal

Ariba Network Test Mode u	ograde from light account	Company Settings 🗸 🔹 🔹 Sumathi nathan 🕇	<< Help Center ^년
HOME INBOX OUTBOX CATALOGS REPORTS	С	SV Documents 🕶 Create 🕶	Search
		Lil C Trends Refresh	How do I create documents against purchase orders from my customer?
Purchase Order by Amount	Last 12 months 🔻		How to configure your user account information and company settings
\$5	8		Register and send an order confirmation (4:10)
\$4		Purchase Order by Volume	How do I invoice a purchase order if I lose the email notification?
\$3		Purchase Order by Amount	Add a new user (3:12)
\$1		Outstanding Invoices	When do I need to contact the account administrator for my company?
\$00	ay 2017 Jun 2017 Jul 2017 Aug 2017		How do I correct errors for the Bank Account field when creating an invoice?
			Invoices (3:10)
Orders, Invoices and Payments	All Customers + Last 14 days +	Now we're mobile.	What browser versions are certified for SAP Ariba cloud solutions?
1 1 1 0 0 New Purchase Orders to Confirm Orders to Ship Orders that Need Pinned Docum	ents More	Check it out.	Send a PO-based invoice (4:35)
Orders Attention			DUNS numbers: Here's what you need to know
Order Number Customer Status Amount Date	Amount Invoiced Action		View more
7000046826 주 Thomson Reuters - TEST New 300.00 INR 9 Aug 2	2017 0.00 INR Select -	lasks	Documentation 🜔 Support

Remember!



Ariba LIGHT Account is <u>NOT</u> the same as Ariba FULLY Enabled Account!

•Ariba LIGHT Account

- i. An account with **NO fee**
- ii. Limited supplier portal functionality available (Display /Confirm Purchase Orders, Submit invoices & Receive Invoice Payments/ Remittance Details)

•Ariba FULLY Enabled Account (Refer Appendix for details)

- i. A fee-based account that requires upgrade with **additional cost!**
- ii. Full supplier portal functionality such catalog support or manage larger document volumes through online access etc.



Submission of Light Account PO Invoice

Step 1: Open the Light Purchase Order Email (ordersender-prod@ansmtp.ariba.com) that you wish to submit an invoice for payment. Step 2: Click Process Order from the body of the email.





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

IO: 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

Step 3:The system displays the Supplier Login Page with the Supplier Company Name.

Enter the User Name and Password.

(Username and Password that supplier created when they registered for Ariba Light Account)

SAP Ariba M Orders & Invoices Powered by Ariba Netwo
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?



Step 4: The system will connect to the Purchase Order Details directly in the Ariba Light Account Portal

Step 5: Click Create Invoice button and Select Standard Invoice

Ariba Network	Test Mode	Upgrade from light account	 Company Settings v	Nancy Drew
Purchase Order: 7000046826				Done
Create Order Confirmation Create Ship Notice Order Detail Order History	Create Invoice Print Print Print Invoice Line-Item Credit Memo	Download PDF Download CSV Resend		
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 (1) NET 50			Routing	Status: Sent

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

Other Information CompanyCode: 3408 Purchasing Unit Name: Reuters Ltd

Step 6: Complete the INVOICE HEADER, TAX & LINE ITEM sections. Fields indicated with asterisks (*) are mandatory. Step 7 : Click the Update and Next button.

Ariba Network Upgrade	are Company Settings - Nancy Drew < Help Center 🗹	
Create Invoice	Update Save Exit Next	
▼ Invoice Header	* Indicates required field Add to Header 🔻	
Summary Purchase Order: 7000046826	Subtotal: 100.00 INR	
Invoice #:*	Total Tax: 0.00 INR Total Amount without 100.00 INR Tax: Tax: 0.00 INR	
Invoice Date:* 31 Aug 2017	Amount Due: 100.00 INR	
Remit To: SUMATHI NATHAN TRAINING CO. LTD- TEST		
SHEFFIELD		
United Kingdom Bill To: REUTERS LIMITED UK (3408) LONDON TOWER HAMLETS United Kingdom	Line Items	1 Line Items, 1 Included, 0 Previously Fully Invoiced
Tax ①	Tax Category:	ocuments Special Handling Discount Add to Included Lines
Header level tax ① Line level tax ①	No. Include Type Part # Description	Customer Part # Quantity Unit Unit Price Subtotal
	1 MATERIAL JC000777 WHITE Box Files	10 EA 10.00 INR 100.00 INR
	Line Item Actions ▼ Delete	
		Update Save Exit Next

Step 8 : Click Submit button to submit the invoice.

Ariba Network	Upgrade from light accou	int Learn More	Company Setting		
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.					
Invoice # : 201708120000ONE Invoice Date : Saturday 12 Aug 2017 5:28 P Original Purchase Order : 7000046826	GMT+05:30 Total A (1 Indi	Subtotal : 150.0 Total Tax : 30.0 Amount without Tax : 150.0 Amount Due : 180.0 an Rupee = 0.012 British Po	0 INR 0 INR £0.36 GBP 0 INR 0 INR pund)		
REMIT TO: BI SUMATHI NATHAN TRAINING CO. LTD-TEST RE Postal Address: sc	TO: (ERS LIMITED UK (3408) I Address (default): ing.emea@thomsonreuters.com	SUPPLIER: SUMATHI NATHAN TRAINING CO. LTD- Postal Address:	TEST		



Step 9 : Click the Done button to connect to the Ariba Light Account Portal.

Ariba Network	Upgrade from light account	Company Settings + Nancy Drew
Purchase Order: 7000046826		Done
Create Order Confirmation * Create Ship Notice	Download PDF Download CSV Resend	
Order Detail Order History		
From: REUTERS LIMITED UK (3408) scanning.emea@thomsonreuters.com ATTN ACCOUNTS PAYABLE PO BOX 55744 LONDON TOWER HAMLETS E141 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 ① NET 50		Routing Status: Acknowledged
Ariba Network Test Mode HOME INBOX OUTBOX CATALOGS REPORTS	Upgrade from light account	CSV Documents • Create •
		Jul Č Trends Refresh
Orders, Invoices and Payments	All Customers – Last 14 day	Now we're mobile.
0 0 0 0 0 0 New Purchase Orders to Confirm Orders to Ship Orders that Need Attention	1 oices Pending Payment More	Check it out.
Order Number Customer Status Amount	Date ↓ Amount Invoiced Action	Tasks
You do not have any Orders and Rele	eases.	Update Profile Information 15%

Types of Ariba Accounts - Differences

DESCRIPTION	LIGHT ENABLED	LIGHT ACCOUNT
	SUPPLIER	SUPPLIER
Requires Registration	No	Yes , using the Purchase
		Order Email Notification
	Yes	Yes
Purchase Order Email &	ordersender-	ordersender-
From	prod@ansmtp.ariba.com	prod@ansmtp.ariba.com
To Create and Submit	Click 'CREATE INVOICE'	Click 'PROCESS ORDER'
Invoice	button from the body of the	from the body of the email
	email	
Submission of Invoice	Requires One Time	Click the <u>Submit</u> button to
	Password (OTP)	the submit the invoice from
		the Ariba Network Portal



Display of Invoice Status

Light Account - Display Of Invoice Status

1. Login to the Ariba Light Account Portal.



- 2. Go to the Orders, Invoices and Payments Section.
- Select the Customer that you wish to view the invoice status for.



Light Account - Display Of Invoice Status

 Verify the Purchase Order Number and Click on the More (3 dots) link



 The system will display various stages of the invoice details

			 Thomson I 	Reuters - TEST					
Orders, Invoices and Payments						0 New Early Payment Offers	2 Invoices Pending Payment	0 Invoices Rejected	1 Invoices Pending Approval
New Purchase Orders	Orders to Confirm Customer	Orders to Ship	Orders th Atten Status	iat Need Invition	oices Pending Approval Date ↓	0 Payments that Need Attention	0 Payments Received	1 Pinned Documents	2 Orders to Invoice
7000046749	무 Thomson Re	euters - TEST	New	£187.50 GBP	1 Aug 20	0 Orders with Service Lines			
SAP Ariba \Lambda	\								🙀 Manage Default Tiles



Appendix

Key Benefits

FREE , EASY AND SIMPLE - Registration Process

EASY to manage and access supplier Purchase Orders (POs) and e-Invoices with 100% EASE & FASTER way at NO COST!

EASILY transact documents such Order Confirmations & Invoices or Credit Memos

GREATER VISIBILITY of document status (Invoices and Purchase Order Confirmation/Receipts)

Receive <u>REAL-TIME STATUS NOTIFICATIONS</u> on the supplier documents (Purchase Orders, Invoice Submission, Order <u>Confirmations & e-Invoice Payments</u>)



New Features

<u>MULTI-USER CAPABILITY</u> - Create Multi User Accounts with permissions for different roles within supplier company

MONITOR KEY ACTIVITIES – Purchase Orders and Invoice Information or Pin important documents for later

SAP ARIBA SUPPLIER MOBILE APP – Free Download and access their Light Account for No Cost!

LEGAL ARCHIVE – Email Notifications and Online Download provide access to Purchase Orders & invoices for local archiving



Types of Ariba Accounts

FEATURES	LIGHT ACCOUNT	FULLY ENABLED ACCOUNT
Access	Through email notifications	Online dashboard
Company Profile	✓	\checkmark
Purchase Order, Order confirmation (full & partial), Ship Notice, Service Entry Sheet, (Non-PO) Invoice, Credit Memo	✓	✓
Electronic Catalogs	×	\checkmark
Invoice status	Email notifications	Outbox with easy access from any browser
Legal Archive	Email notification and online download	 Long-term invoice archiving for global compliance (Regional restrictions apply) Capability to mass download invoices for local archiving
Ariba Support	Online Help Center	 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	x	\checkmark
Reporting	×	\checkmark
Multiple customer relationships	✓	\checkmark
Multi users	✓	\checkmark
Mobile App	✓	\checkmark
Ariba Discovery	✓ Fees may apply to respond to leads. <u>Click here</u> for more information.	 Fees may apply to respond to leads. <u>Click here</u> for more information.
Fees	FREE	Fees may apply, <u>See complete details</u> .
© 2017 SAP SE or an SAP affiliate company. All rights reserved. I PUBLIC		<u>More</u>



Upgrade

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

riba Networ	ſk			ore features	Learn mor	•			Company Settings 👻 Paul Smith	💌 Help Center #	[
			ENABLEMENT TA:	эка пег	PORTS DO	CUMENT A				Create +		Upgrade	Close
										Non-PO invoice	Upgrade to reali	ze the full value of Ariba N	etwork
urchase orders							Last 31	t days •	Tasks	Credit memo		LIGHT ACCOUNT	FULL-USE ACCOUNT
7	1		1		3				Enablement tasks (Pending		FULFILLMENT	Your current account	Upgrade
Orders to invoice	Orders t	o confirm	Invoices rejected		Invoices pendin approval	9			Update profile information	70 %		Respond to emailed orders using features that your customer requests like order	Skip the emails. Get and manag
oo Order number V	er Customer	Ship to address	Amount	Date	Order status	Settlement	Amount invoice	Actions	Now we're mobile.	and the second sec	Ørders and invoices	confirmations, ship notices and invoices	 orders and invoices all on Ariba Network.
ter PO14095 1 ter PO15679 1	US1Int US1Int	New York Sales.	\$5,108.33 UED \$300.33 USD	8 Nov 2016 3 Nov 2016	Now Now	Invoice Invoice	\$100.00 USD \$1,200.09 USD	Resend Resend	Check it out.			Check invoice status and create non-PO invoices, if supported by your customer	Use CSV uploads to manage V large documents.
ler PO13861 1	US1Int US1Int	New York Salas. New York Sales.	. \$9,760.31 USD . \$1,390.00 USD	2 Oct 2016 6 Sep 2016	New New	Invoice Invoice	\$300.00 USD \$120.89 USD	Resend Resend	• App Store Pr Coogle pay		🖬 Catalogs		✓ Publish catalogs that detail your ✓ products and services
er P032905 1 er P014234 1	US1Int US1Int	New York Sales. New York Sales.	\$1,100.06 USD	2 Sep 2016 8 Aug 2016	New New	Invoice Invoice	\$9,618.23 USD \$130.43 USD	Record Record			🕫 Integration		Integrate with your backend systems through CXML, EDI or CSV
lor PO18900 1	US1Int	New York Sales	\$1,100.71 USD	1 Aug 2016	New	Invoice	\$670.00 USD	Record			🕄 Legal Archive		Access to long-term invoice archiving (regional restrictions apply)
											Reporting		✓ Get reports to track transactions ✓ and sales activities
P Ariba M (Brith (pendh) last violed 12 a Policy Security Discussion	92712016 11:45 PM Re Terris et usi	Supplier Organiza	Gen AN100001064						\$1555-2016 SAP AG	DA, 10C. AT INCIDA INSERVED.	Support	Help Center	✓ Help Center, phone, chat, and web form
											Fees	Free	Based on usage
											SELLING	By the way, you can use	these with any account.
											🛪 Ariba Discovery	✓ Join our business matchmaking Fees may apply	service to get high quality sales leads.
											Sourcing,Contract Management	 Attract potential customers with and other events. 	your profile and get invited to auctions

- Upgrading to a Fully Enabled Account (Full-Use account) on Ariba Network may lead to subscription fees for suppliers!
- Visit the <u>SAP Ariba subscriptions and pricing page or https://www.ariba.com/</u>to know more about subscription fees region wise.

Multiple-User Accounts

Ariba Network Test Mode Upgrade from light account Learn More	Company Settings 🗸 📃 Nancy Drew 🗸
HOME INBOX OUTBOX CATALOGS REPORTS CSV DO	SUMATHI NATHAN TRAI Anid: Ano1056985934-T
	Company Profile
	Account Settings
Orders, Invoices and Payments All Customers Last 14 days Last 14 days	Customer Relationships
	Users 2
0 0 0 0 0 1	Notifications
Orders Attention More	Application Subscriptions
Ariba Network Test Mode Enclosed Company Settings V Nancy Drev	View All
Account Settings Close Close	Network Settings
Customer Relationships Users Notifications Application Subscriptions	Electronic Order Routing
Manage Users	Electronic Invoice Routing
Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.	Accelerated Payments
Username † Email Address First Name Last Name Ariba Discovery Contact Role Assigned Customer Assigned	Remittances
sum777@uat.com sum.nathan@gmail.com sum777 nathan No All Responsibilities All 🗠	Network Notifications
Summour request com Edit Delete Add to Contact List Remove from Contact List Make Administrator Create User	View All
Manage User Roles	

System Administrator is the person who:

- i. **Registers** for the Light Account via the Purchase Order Email Notification
- ii. Sets up Multiple User Accounts
- iii. Contact Thomson Reuters P2P Helpdesk <u>P2P Help Desk</u>or Ariba Support <u>www.ariba.com</u>

Resources

Supplier Help Resource – Buyer Site

Ariba – Light Account (External Website)

Website :

Supplier External Global Sourcing Site

Ariba Updates

- Features of Ariba Light Account
- <u>Ariba Full Enablement Fees</u> (For Fully Enabled Suppliers only)

Self Help Resources

- Example of an Ariba Light Account Supplier Purchase Order
- How to Register for Ariba Light
 <u>Account</u>
- How to upload a Light Account invoice
- <u>Ariba Supplier Summit Session</u>
 <u>(Recording)</u>
- Ariba Light Account Registration and Invoicing Uploading (Recording)

Support

- Fully Enabled Suppliers
- Light Account Suppliers

OUR POLICY TOWARDS THE USE OF COOKIES	
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~	Undy		

③ Cookie Policy

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	Products & Services	About Us	Careers	Search	Q	
Home > Global Sourcing and Procurement at Thomson Reuters > Thomson Reuters uses Ariba to transact with our su	ppliers				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

Supplier Help Resource – Portal





Getting Help

Thomson Reuters HelpDesk Contacts: https://thehub.thomsonreuters.com/docs/DOC-2048506

Supplier Enablement Team : aribaenablement@thomsonreuters.com



REMINDER!!!

DO NOT REGISTER NOW!

Suppliers must register once they receive their next Purchase Order email notification <u>POST GO-LIVE!</u> (30th September 2017)





