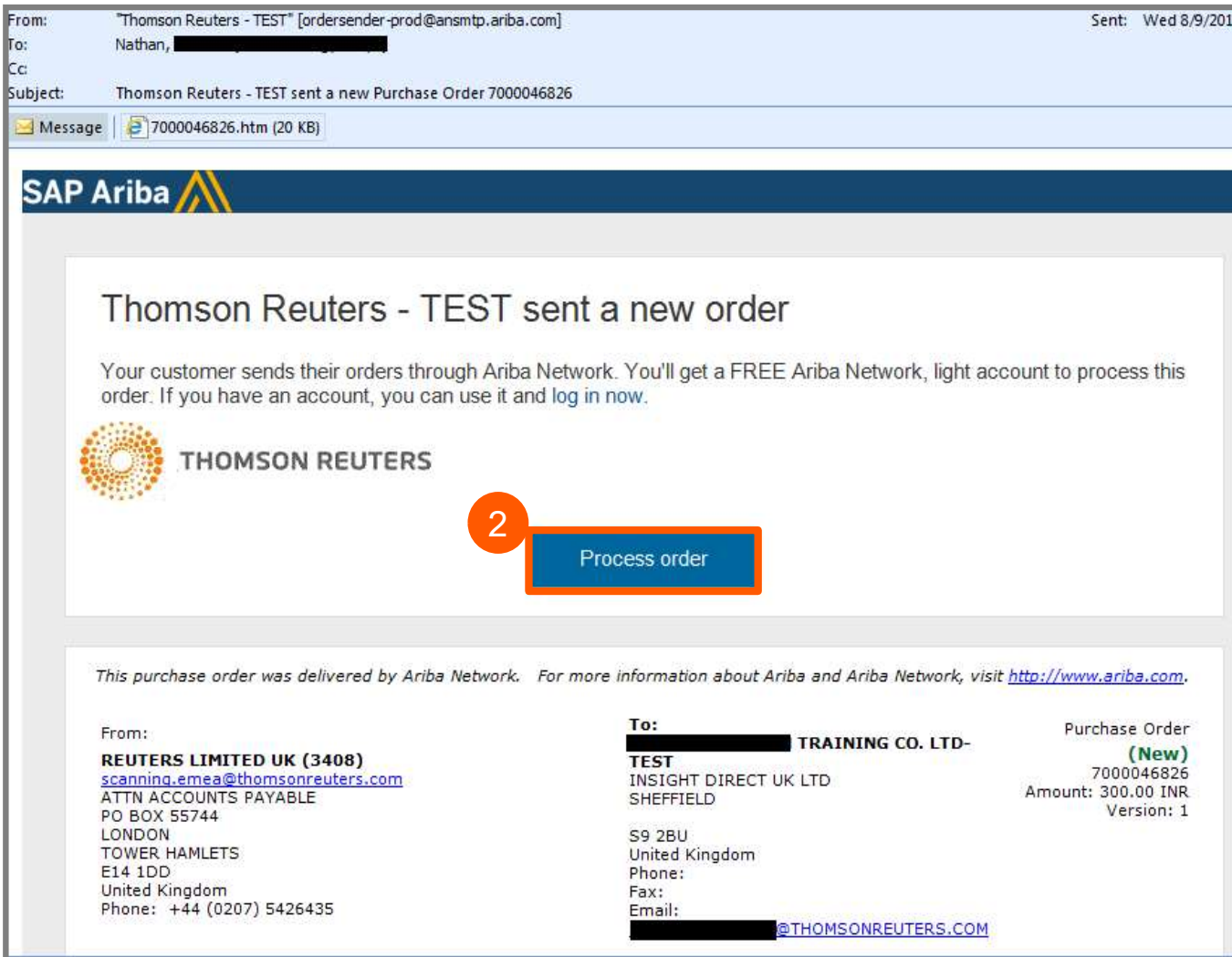# Ariba Light Account : How to Upload PO Invoice

1 The person completing these steps should be the person that will manage your Ariba Account and be responsible for uploading invoices. If you are not that person, please forward the Purchase order to them along with the link to this guide.
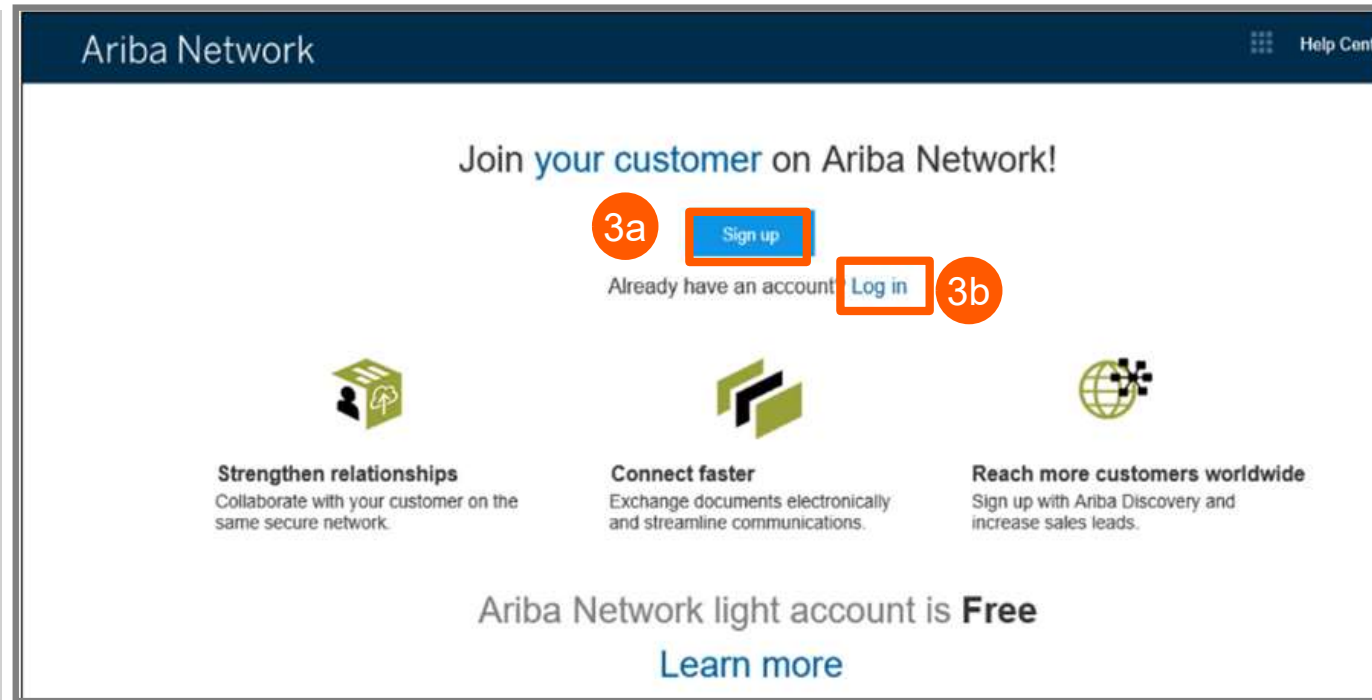
Locate and open the **Purchase Order** email notification. *(Be sure to select the correct Purchase Order email if you have several Purchase orders from Thomson Reuters)*

2 Click **Process Order** from the body of the email.

1

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

From: "Thomson Reuters - TEST" [ordersender-prod@ansmtp.ariba.com]   Sent: Wed 8/9/201
To: Nathan,
Cc:
Subject: Thomson Reuters - TEST sent a new Purchase Order 7000046826
Message   7000046826.htm (20 KB)

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

2 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:
TRAINING CO. LTD-
TEST
INSIGHT DIRECT UK LTD
SHEFFIELD

S9 2BU
United Kingdom
Phone:
Fax:
Email:
@THOMSONREUTERS.COM

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

Page 1

THOMSON REUTERS®

Ariba Light Account :

3 You will be prompted to do either of the following when submitting your first ever invoice against a purchase order from Thomson Reuters :

a. If you don't already have an Ariba Network Account click **Sign up** to start the registration process.

a. If you have an **existing** Ariba Network Account, click **Log in** and you will be taken to the Supplier Login Portal screen

Ariba Network — Help Cent

Join **your customer** on Ariba Network!

3a Sign up

Already have an account **Log in** **3b**

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

SAP Ariba Orders & Invoices Powered by Ariba Network

3b

Supplier Login

User Name

Password

Login

Having trouble logging in?

New to Ariba?
Register Now or Learn More

Ariba Light Account : How to Upload PO Invoice

4 Click the **Create Invoice** from the Purchase Order Page

5 Within the **Invoice Header Summary** section complete
- **Invoice #**
- Adjust **Invoice date** if necessary
- **Supplier TAX ID** – add VAT/TAX number, requirement for registered businesses.

6 Scroll down to the **Tax** section.
- Select either header or line level tax.
- Change the category to select tax type.
- Adjust the taxable amount if entering a partial invoice.
- Enter appropriate tax Rate (%) or Amount

Purchase Order: 7000046826

4

☑ Create Order Confirmation ▾ | 🚚 Create Ship Notice | 📄 Create Invoice ▾ | Print ▾ | Download PDF | Download CSV | Resend

Standard Invoice

Line-Item Credit Memo

Order Detail | Order History

THOMSON REUTERS

▼ Invoice Header

5

Summary

Purchase Order: 7000097560

Invoice #:*

Invoice Date:* 9 Apr 2018

Supplier Tax ID:

Tax ⓘ

6

◉ Header level tax ⓘ ○ Line level tax ⓘ

Category:* Sales Tax | Taxable Amount: 100.00 INR

Location: | Tax Rate Type: |

Description: | Rate(%):

Regime: | Tax Amount:

Ariba Light Account : How to Upload PO Invoice

(7) ***OPTIONAL:* Add Attachments** Here you can attach supporting documents. e.g. your system generated invoice.

- Scroll down to **Add to Header** *(located just above Line Items)*.
- Select **Attachment** *(at the bottom of the drop-down list)*
- Click **Choose File** then locate and select the document on your computer
- Click **Add Attachment**

Once attached, you'll see it on the screen like this.

(7) Add to Header ▼

- Tax
- Shipping Cost
- Shipping Documents
- Special Handling
- Allowance
- Charge
- Additional Reference Documents and Dates
- Comment
- Attachment

Attachments **(7)**

The total size of all attachments cannot exceed 10MB

Choose File | No file chosen   Add Attachment

Name	Size (bytes)	Content Type
Invoice 123.docx	18508	application/vnd.openxmlformats-officedocument.wordprocessingml.document

↳ Delete

THOMSON REUTERS

Ariba Light Account : How to Upload PO Invoice

8 Scroll down to the **Line Items Section**

- Select the **lines** you want to invoice and click the green slider to exclude lines you are not ready to invoice yet.

- Update / change the **quantity** or **amount** field if submitting a partial invoice.

- Under **Subtotal**, check the amount shown.

Confirm the **Total Amount without Tax** on your invoice
- It is very **IMPORTANT** to have the correct amount here.
- Do not use the default amount unless it is correct.

9 Click **Update** then **Next** to move to the next screen to review your invoice

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

	No.	Include	Quantity	Subtotal
✔	1	⬤	10	100.00 INR
	2	◯		

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

Update | Save | Exit | Next

Ariba Light Account : How to Upload PO Invoice

10 Invoice summary screen will be displayed.
Review the invoice details, and click the **Submit** button.

11 A confirmation will be displayed confirming your submission of the invoice.

Click the **Exit** link to exit invoice creation.

THOMSON REUTERS

Ariba Light Account : How to Upload PO Invoice

12 The system will display the Purchase Order page again (if the PO is not fully invoiced).

Click the **Done** button if you do not wish to upload another invoice

13 You will be taken to your Ariba Network Profile **Home page**

THOMSON REUTERS

Ariba Light Account : How to Upload PO Invoice

One Off Step - applicable for business registered for TAX/VAT

Add your **TAX/VAT** number into the **Company Profile** to automatically pre-populate the supplier Tax ID field on future invoices.

**14** Select the dropdown link next to **account settings**

15 Select **Company Profile**

16 Go to **Business** Tab

17 Navigate to the Tax Information Section and complete details
- **Tax ID –** Populate with Tax ID or VAT ID. This field auto populates the Supplier Tax ID on invoices
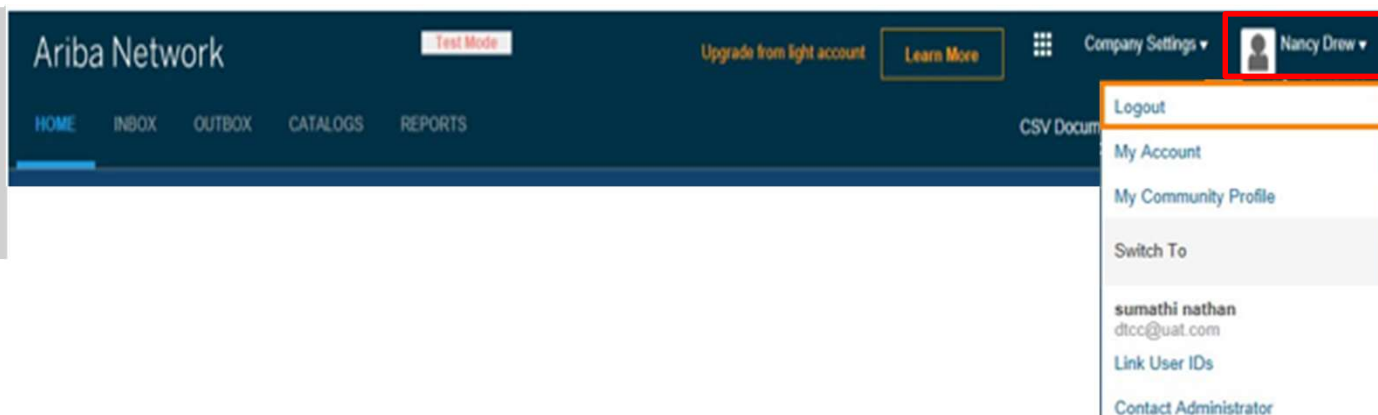- **Vat ID & Check Box** – VAT registered, copy VAT ID from TAX ID Field above and paste. Tick the Vat registered box

18 Save Profile

THOMSON REUTERS
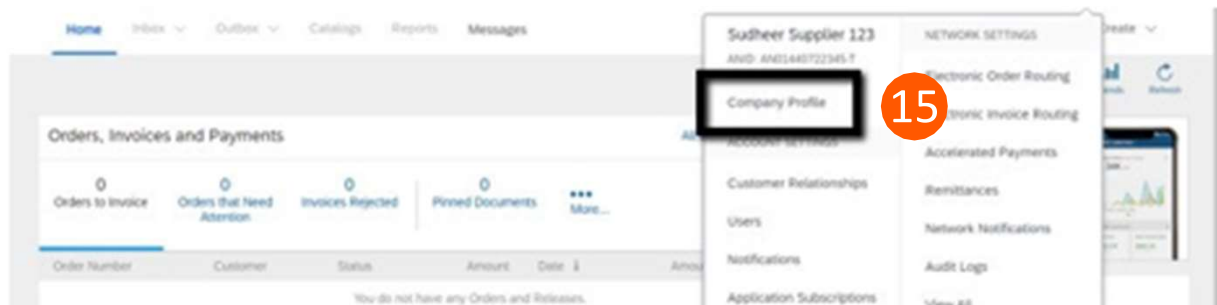
Ariba Light Account : How to Upload PO Invoice

19 To **Log out** from the Light Account Portal,

Go to **User Name** > Click dropdown arrow > Click **Logout**

Ariba Light Account : Next Steps

1. The "**Preparer**" and "**Requester**" of your PO will be notified to enter a receipt confirming the goods were received or services provided, if it is not already entered in Ariba.

2. Once the receipt is entered, the invoice will flow to Thomson Reuters SAP Accounts Payable system. Payment will be made according to the payment terms that are setup on your vendor record.

3. Once your invoice has been submitted successfully you will receive an email notification with your einvoice attached for your records. Additional email notifications will be issued on the progress on your invoice through each stage of the process.

4. If you have any questions regarding this process, please contact the [Accounts Payable Helpdesk](#).

GETTING SUPPORT

Global impact of the COVID-19 virus is changing the dynamics of how we work and manage business as usual. Effective immediately, Business Continuity Planning (BCP) has been invoked for Accounts Payable and our third-party managed service team in India. BCP is a temporary measure to carry-out the most critical functions.

Accounts Payable is committed to ensuring invoices get paid on time; however, it is important for you to be aware of some of the most critical items below:

Accounts Payable HelpDesk:
All service inquiries must go through the ap.queries@thomsonreuters.com.

THOMSON REUTERS