What does it look like to the Supplier (Enabled)

An ENABLED supplier is one that has:-

- Registered on the Ariba Supplier Network - (as a result of being sent an Invitation to Register with Ariba - as part of our Supplier On-Boarding process)

and

- That we (Thomson Reuters) has established an (Ariba) Trading Relationship with (i.e the supplier has accepted our Ariba Trading relationship request).

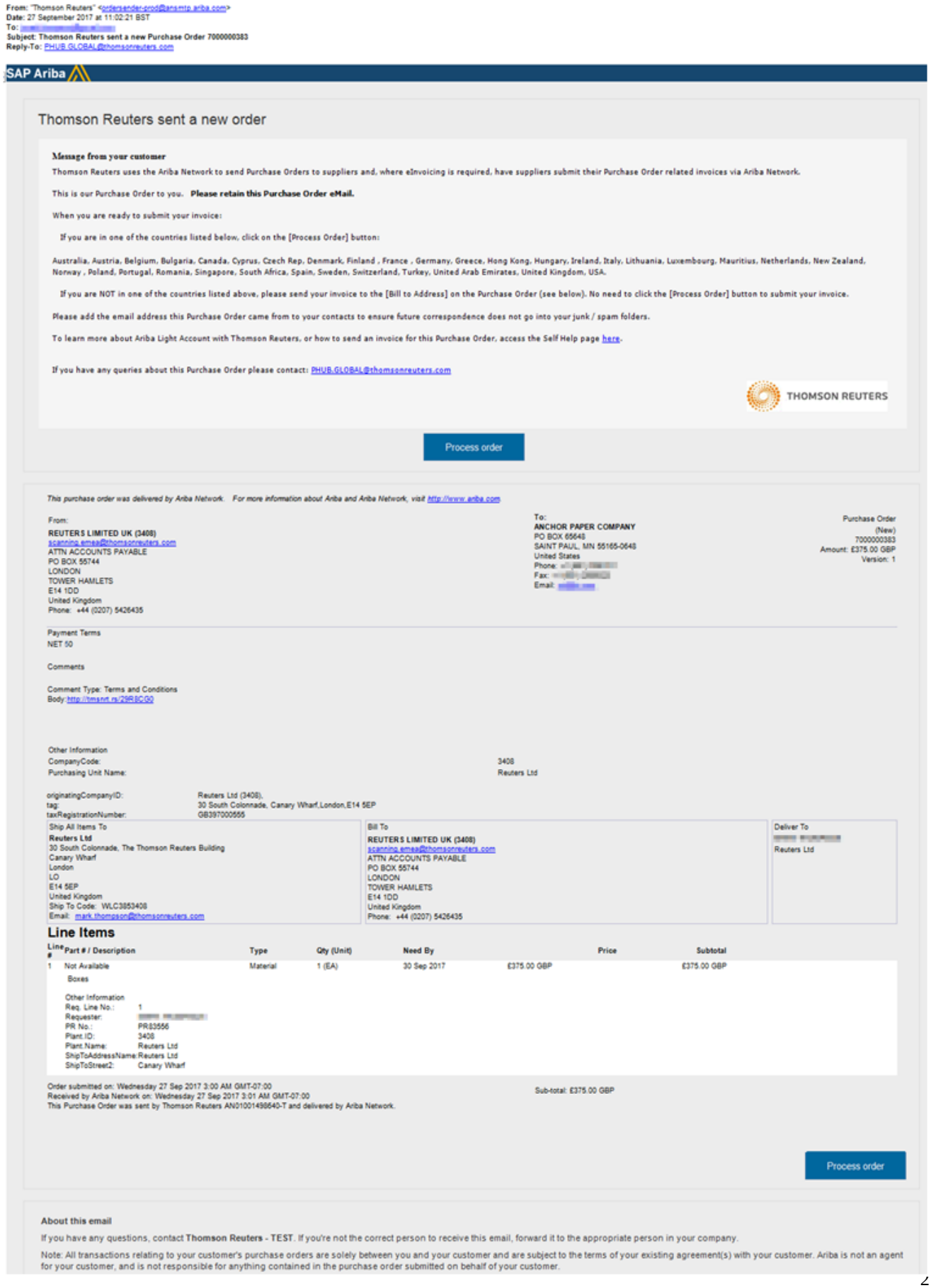
The supplier could have also become Enabled (by registering on Ariba Network), using the link on a Light Enabled Purchase Order, or on the Payment Proposal notification eMail (that is sent once their invoice submitted via Ariba Network is Reconciled).

For Enabled suppliers, we are able to send our Ariba initiated Purchase Orders (POs) to the Supplier via the Ariba Network, and, where permitted* by either local law / not restricted by Thomson Reuters practice (e.g. Invoice Document Sequencing requirements), the supplier is able to 'flip' our Purchase Order into an invoice(s) and send it/ them back to us via the Ariba Network.

If the Enabled supplier is in a country where we do not (currently) permit eInvoicing - then, although they will see the [Create Invoice] button when they display their PO - they will receive an error stating [This customer does not accept this invoice based on its identified country of origin.] In this situation the supplier should send their invoice - quoting the PO number & PO line number(s) - to the Bill To address stated on the Purchase Order.

When the supplier receives our Ariba initiated Purchase Order - in the Ariba Supplier Network they see the PO like this

What does it look like to the Supplier (Enabled)



From: "Thomson Reuters" <ordersender-prod@ansmtp.ariba.com>
Date: 27 September 2017 at 11:02:21 BST
To: [redacted]
Subject: Thomson Reuters sent a new Purchase Order 7000000383
Reply-To: PHUB.GLOBAL@thomsonreuters.com

SAP Ariba

Thomson Reuters sent a new order

Message from your customer

Thomson Reuters uses the Ariba Network to send Purchase Orders to suppliers and, where eInvoicing is required, have suppliers submit their Purchase Order related invoices via Ariba Network.

This is our Purchase Order to you. **Please retain this Purchase Order eMail.**

When you are ready to submit your invoice:

If you are in one of the countries listed below, click on the [Process Order] button:

Australia, Austria, Belgium, Bulgaria, Canada, Cyprus, Czech Rep, Denmark, Finland , France , Germany, Greece, Hong Kong, Hungary, Ireland, Italy, Lithuania, Luxembourg, Mauritius, Netherlands, New Zealand, Norway , Poland, Portugal, Romania, Singapore, South Africa, Spain, Sweden, Switzerland, Turkey, United Arab Emirates, United Kingdom, USA.

If you are NOT in one of the countries listed above, please send your invoice to the [Bill to Address] on the Purchase Order (see below). No need to click the [Process Order] button to submit your invoice.

Please add the email address this Purchase Order came from to your contacts to ensure future correspondence does not go into your junk / spam folders.

To learn more about Ariba Light Account with Thomson Reuters, or how to send an invoice for this Purchase Order, access the Self Help page here.

If you have any queries about this Purchase Order please contact: PHUB.GLOBAL@thomsonreuters.com

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:
ANCHOR PAPER COMPANY
PO BOX 65648
SAINT PAUL, MN 55165-0648
United States
Phone: [redacted]
Fax: [redacted]
Email: [redacted]

Purchase Order
(New)
7000000383
Amount: £375.00 GBP
Version: 1

Payment Terms
NET 50

Comments

Comment Type: Terms and Conditions
Body: http://tmsnrt.rs/29RBCG0

Other Information

CompanyCode:	3408
Purchasing Unit Name:	Reuters Ltd
originatingCompanyID:	Reuters Ltd (3408),
tag:	30 South Colonnade, Canary Wharf,London,E14 5EP
taxRegistrationNumber:	GB397000555

Ship All Items To
Reuters Ltd
30 South Colonnade, The Thomson Reuters Building
Canary Wharf
London
LO
E14 5EP
United Kingdom
Ship To Code: WLC3853408
Email: mark.thompson@thomsonreuters.com

Bill To
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

Deliver To
[redacted]
Reuters Ltd

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Price	Subtotal
1	Not Available Boxes	Material	1 (EA)	30 Sep 2017	£375.00 GBP	£375.00 GBP

Other Information

Req. Line No.:	1
Requester:	[redacted]
PR No.:	PR83556
Plant ID:	3408
Plant Name:	Reuters Ltd
ShipToAddressName:	Reuters Ltd
ShipToStreet2:	Canary Wharf

Order submitted on: Wednesday 27 Sep 2017 3:00 AM GMT-07:00
Received by Ariba Network on: Wednesday 27 Sep 2017 3:01 AM GMT-07:00
This Purchase Order was sent by Thomson Reuters AN01001498640-T and delivered by Ariba Network.

Sub-total: £375.00 GBP

Process order

About this email

If you have any questions, contact **Thomson Reuters - TEST**. If you're not the correct person to receive this email, forward it to the appropriate person in your company.

Note: All transactions relating to your customer's purchase orders are solely between you and your customer and are subject to the terms of your existing agreement(s) with your customer. Ariba is not an agent for your customer, and is not responsible for anything contained in the purchase order submitted on behalf of your customer.

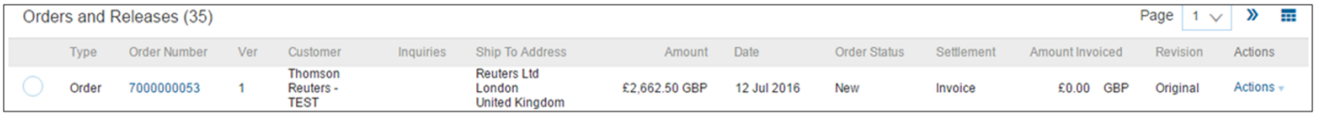
What does it look like to the Supplier (Enabled)

From this PO, via the Ariba Network, the supplier is able to

- Confirm/Accept or Reject the PO
- Send Shipping Notice(s)
- Send (flip) invoice(s)

The supplier can only 'flip' (create/ send) invoices in line with the PO (i.e invoice us only for Quantities up to the PO quantity (cannot change the Unit Price), or only up to the total amount on the PO (if its is an amount PO).

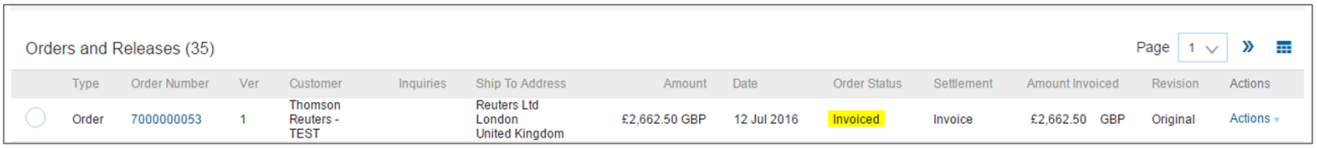
When a fully enabled supplier receives a Purchase Order via Ariba Network(AN), it appears in their AN inbox with a status of [New]


Orders and Releases (35)

Page 1

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	7000000053	1	Thomson Reuters - TEST		Reuters Ltd London United Kingdom	£2,662.50 GBP	12 Jul 2016	New	Invoice	£0.00 GBP	Original	Actions

If the supplier is in a country that allows eInvoicing, after the supplier has sent the invoice, (and if receipt has not been carried out in P2P) - from their Inbox they can see the status as 'Invoiced'


Orders and Releases (35)

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Order	7000000053	1	Thomson Reuters - TEST		Reuters Ltd London United Kingdom	£2,662.50 GBP	12 Jul 2016	Invoiced	Invoice	£2,662.50 GBP	Original	Actions

From the supplier's Outbox they see confirmation that the invoice was sent to us

After receipt has been carried out and the invoice marked as OK2Pay (in Ariba P2P - meaning it has been sent down to SAP for Accounts Payable to process- the supplier sees - the Invoice Status as'Approved' in their Outbox

Ariba Supplier Mobile App

There is an Ariba Mobile APP for suppliers that allows them to see and mange their Ariba Supplier account on mobile devices and tablets.

See here for more information on the Ariba Supplier Mobile App

See here for a video (on YouTube from SAP Ariba) on the Ariba Supplier Mobile App