Ariba Light Account

Instructor's Presentation for Suppliers

Technology Operations – Transform for Growth

REFINITIV™

Agenda

Refinitiv uses… Ariba

REFINITIV USES ARIBA TO TRANSACT WITH OUR SUPPLIERS

Refinitiv uses Ariba, a third-party electronic transaction processing tool, to manage the supplier onboarding process and issue and manage purchase orders (POs) and invoices.

We accept both no fee Light Account and the fee-based Fully Enabled Ariba options. Suppliers electing to use the Fully Enabled Ariba option will be required to absorb any associated Ariba charges.

Read more here: thomsonreuters.com/en/resources/global-sourcing-procurement/working-with-thomson-reuters/thomson-reuters-uses-ariba-to-transact-with-our-suppliers.html

At a Glance... Light Enabled & Light Account

As of 30 September 2017, Ariba Light Account goes LIVE and will also be made available in additional 20 new e-invoicing countries. Existing suppliers will be transitioned to 'Ariba Light Account'. 'Light Account' will replace 'Ariba Light Enablement'.

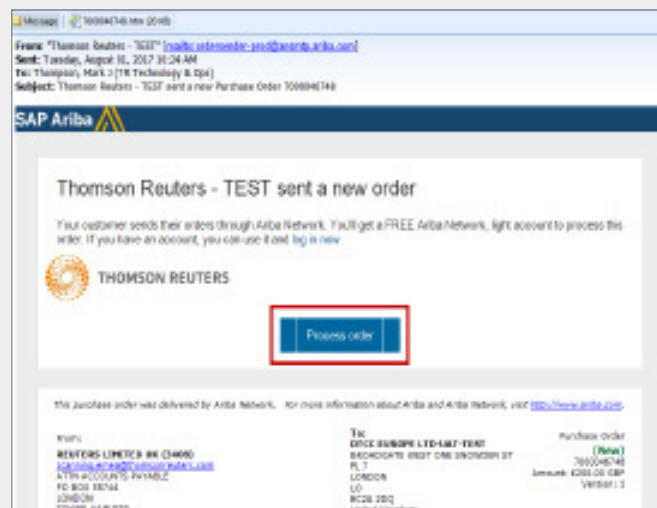Here's an overview of what differences you can expect:

Light Account + (TODAY – after 30 Sept 2017)

	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 + (PAST)

	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

Purchase Order Email Notification

Purchase Order Email Notification

At a Glance... Light Enabled & Light Account
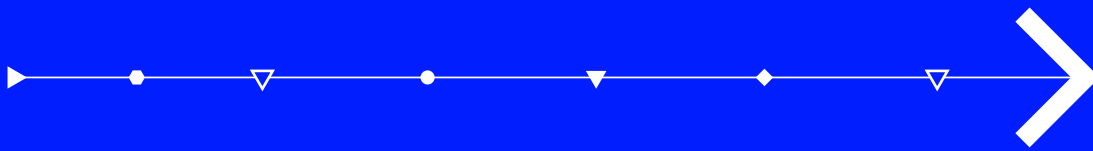
(continued)

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

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).

Read more here: thomsonreuters.com/en/resources/global-sourcing-procurement/supplier-support/supplier-announcements/ariba-light-account-replaces-ariba-light-enablement.html

Registration & Access

Next Steps: Registration & Access

1. Click Process Order > Ariba Network

Next Steps: Registration & Access **(continued)**

If the supplier ALREADY has an account with Ariba: Registered independently
Or, received a SIM supplier registration invitation from Refinitiv earlier.

2. Click Log In > Supplier Login Page

Next Steps: Registration & Access (continued)

If the supplier DOES NOT have an account with Ariba:

3.   Click Sign up > Register

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

Next Steps: Registration & Access (continued)

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

REMEMBER!

Ariba LIGHT Account is NOT 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

Submission of Light Account: PO Invoice

LIGHT ACCOUNT – INVOICE SUBMISSION

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.

Submission of Light Account PO Invoice **(continued)**

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).

Submission of Light Account PO Invoice (continued)

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.

Submission of Light Account PO Invoice (continued)

Step 6: Complete the INVOICE HEADER, TAX & LINE ITEM sections. Fields indicated with asterisks (*) are mandatory.

Step 7: Click the Update and Next button.

Submission of Light Account PO Invoice (continued)

Step 8: Click Submit button to submit the invoice.

Submission of Light Account PO Invoice **(continued)**

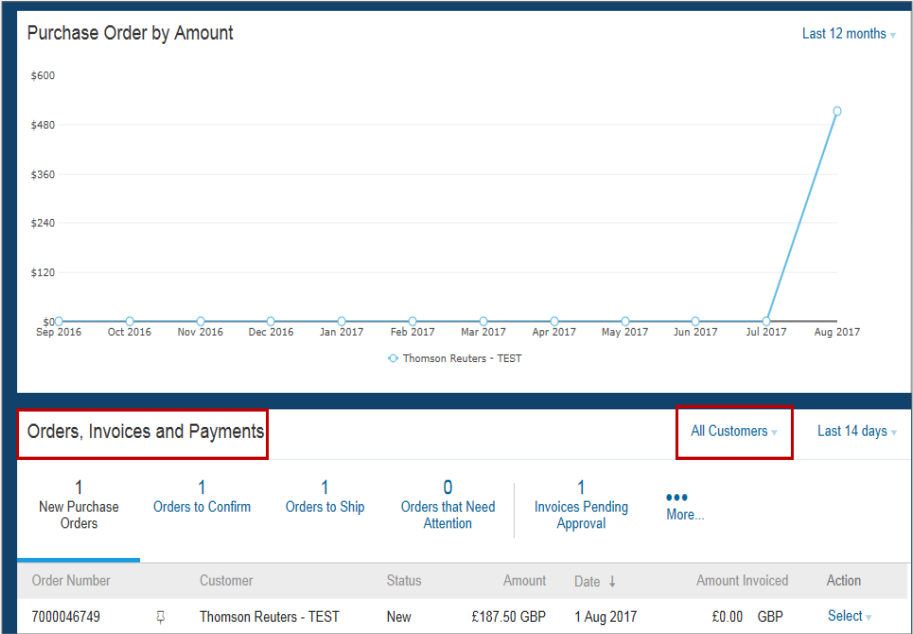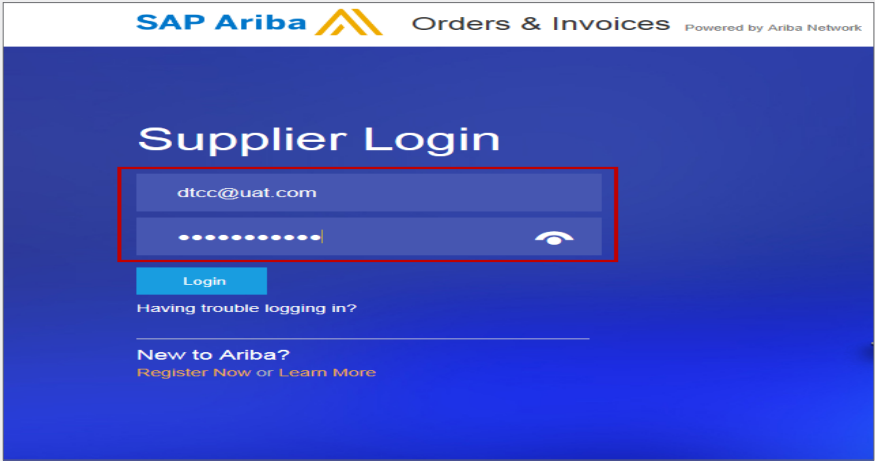Step 9: Click the Done button to connect to the Ariba Light Account Portal.

Display of Invoice Status

Display of Invoice Status

1. Login to the Ariba Light Account Portal.

2. Go to the Orders, Invoices and Payments Section.

3. Select the Customer that you wish to view the invoice status for.

Display Of Invoice Status (continued)

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

5. The system will display various stages of the invoice details

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 real-time status notifications on the supplier documents (purchase orders, invoice submission, order confirmations &
e-invoice payments)

NEW FEATURES

MULTI-USER CAPABILITY – 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	✔
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	• Long-term invoice archiving for global compliance (Regional restrictions apply)
Ariba Support	Online Help Center	• Support via phone, chat or email • Direct access to enablement experts for onboarding assisstance • Technical support for configuration and integration assistance • Online educational training courses
Integration	✖	✔
Reporting	✖	✔
Multiple customer relationships	✔	✔
Multi users	✔	✔ Fees may apply to respond to leads. Click here for more information.
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.

Upgrade

Home page – Upgrade to Realize the full Value of Ariba Network

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

Multiple-User Accounts

Home page – Upgrade to Realize the full Value of Ariba Network

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 Refinitiv P2P Helpdesk or Ariba Support www.ariba.com

Resources

SUPPLIER HELP RESOURCE – BUYER SITE

Website :

- Supplier External Global Sourcing Site

Ariba Updates

- Features of Ariba Light Account

- Ariba Full Enablement Fees (For Fully Enabled Suppliers only)

Self Help Resources

- Example of an Ariba Light Account Supplier Purchase Order

- How to Register for Ariba Light Account

- How to upload a Light Account invoice

- Ariba Supplier Summit Session (Recording)

- Ariba Light Account Registration and Invoicing Uploading (Recording)

Support

- Fully Enabled Suppliers

- Light Account Suppliers

Resources

SUPPLIER HELP RESOURCE – PORTAL

Use the Search Field to search for assistance under Help Center option on the Portal.

Getting Help

Supplier Support Details:

thomsonreuters.com/en/resources/global-sourcing-procurement/supplier-support/faq.html

Supplier Enablement Team:

aribaenablement@thomsonreuters.com

REFINITIV™

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