

# Ariba Light Account

Instructor's Presentation for Suppliers

**Technology Operations – Transform for Growth**

The Financial and  
Risk business of  
Thomson Reuters  
is now Refinitiv.

**REFINITIV**<sup>TM</sup>



# Agenda

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# 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](https://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:

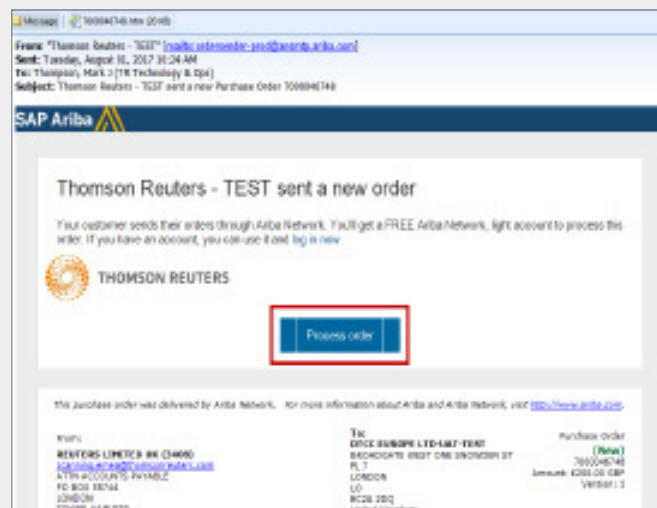
## Light Account + (TODAY – after 30 Sept 2017)

LIGHT ACCOUNT	
i	<b>DO NOT</b> incur Ariba charges /fees
ii	Can only process and invoice from the Purchase Order email notification
iii	<b>NO LONGER</b> requires One Time Password to submit invoices
iv	<b>REGISTER</b> for Purchase Order and invoicing
v	Lost the Purchase Order email? <b>SEND YOURSELF A COPY FROM THE PORTAL</b>
vi	<b>CAN</b> 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	<b>DO NOT</b> 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	<b>CANNOT</b> 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)

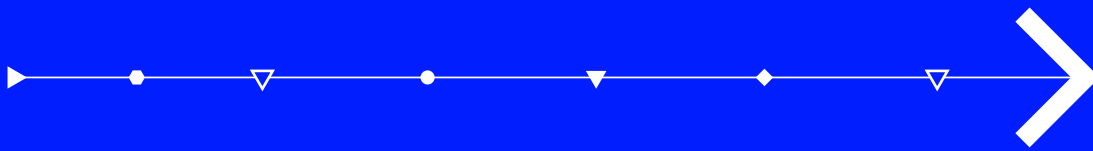
DESCRIPTION	LIGHT ENABLED SUPPLIER	LIGHT ACCOUNT SUPPLIER
Requires Registration	No	Yes, using the Purchase Order Email Notification
Purchase Order Email & From	Yes <a href="mailto:ordersender-prod@ansmtp.riba.com">ordersender-prod@ansmtp.riba.com</a>	Yes <a href="mailto:ordersender-prod@ansmtp.riba.com">ordersender-prod@ansmtp.riba.com</a>
To Create and Submit Invoice	Click <a href="#">CREATE INVOICE</a> button from the body of the email	Click <a href="#">PROCESS ORDER</a> from the body of the email
Submission of Invoice	<a href="#">Requires</a> One Time Password (OTP)	Click the <a href="#">Submit</a> 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](https://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

**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](#).

1 [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](#)

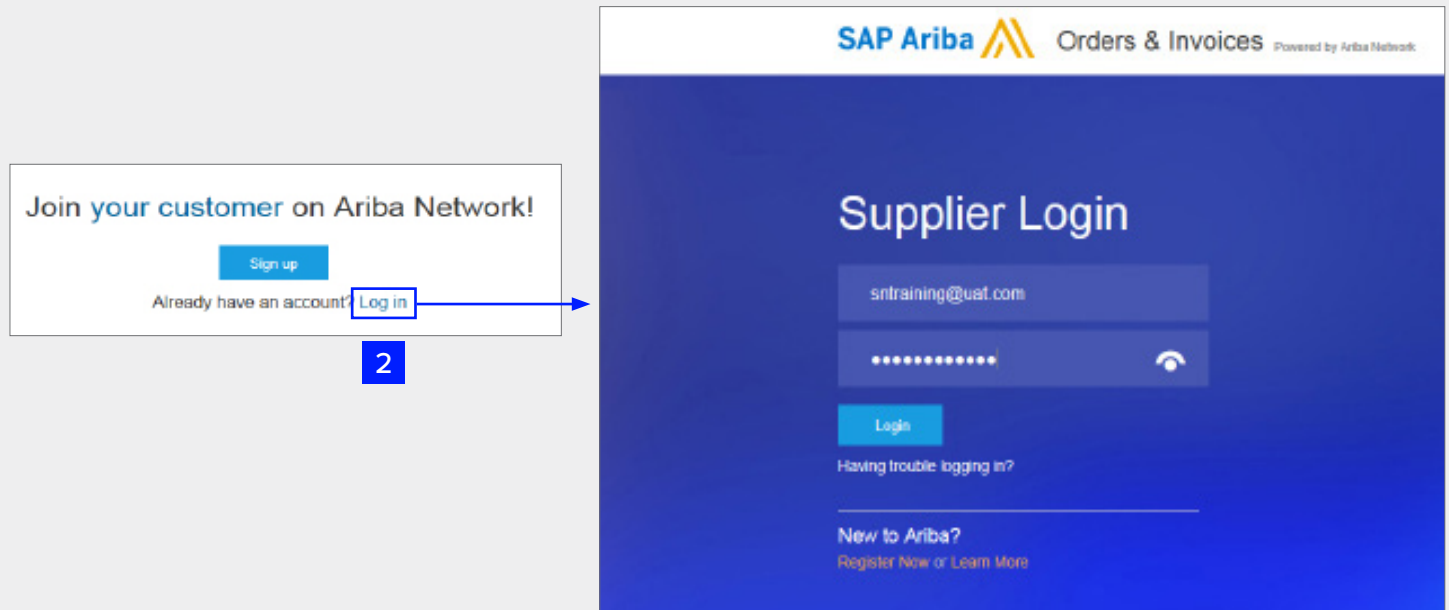
[Data Policy](#) [Security Disclosure](#) [Terms of Use](#)

© 1996-2017 Ariba, Inc. All rights reserved.

## 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

**Join your customer on Ariba Network!**

**3** **Sign up**

Already have an account? [Log in](#)

**Ariba Network**

Help Center >>

**Register** **Cancel**

**Company information**

\* Indicates a required field

Company Name\*

Country\*  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.

Address\*

City\*

State

Postal Code\*

**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**

# Next Steps: Registration & Access (continued)

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

Register

Company information **1**

Company Name\* BOBS BOOKS LTD-TEST

Country\* United Kingdom [GBR]

Address\* 123 LOWER ROAD OFF MAIN STREET

Line 2

Line 3

Line 4

City\* MARLOW

State

Postal Code\* ML53 5TT

User account information

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

\* Indicates a required field

Ariba Privacy Statement

User account information **2**

Name\* sumathi nathan

Email\* sumathi.nathan@thomsonreuters.com

Use my email as my username

Username\* dtcc@uat.com

Password\* \*\*\*\*\*

Language\* English

Email orders to\* sumathi.nathan@thomsonreuters.com

Ariba Privacy Statement

\* Indicates a required field

Must be in email format(e.g. john@newco.com)

Must contain a minimum 8 characters including letters and numbers.

The language used when Ariba sends you configurable notifications. This is different than your web browser.

Customers may send you orders through Ariba Network. To send orders to multiple contacts in your organization, create a distribution list and enter the email address here. You can change this anytime.

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.

☒ I have read and agree to the Terms of Use and the Ariba Privacy Statement **3**

\* Indicates a required field

Ariba Privacy Statement

Ariba Network

Register

Company information

Company Name\* BOBS BOOKS LTD-TEST

Country\* United Kingdom [GBR]

Ariba Network light account is Free

Already have an account? Login

\* Indicates a required field

Strengthen relationships

Collaborate with your customer on the same secure network.

Connect faster

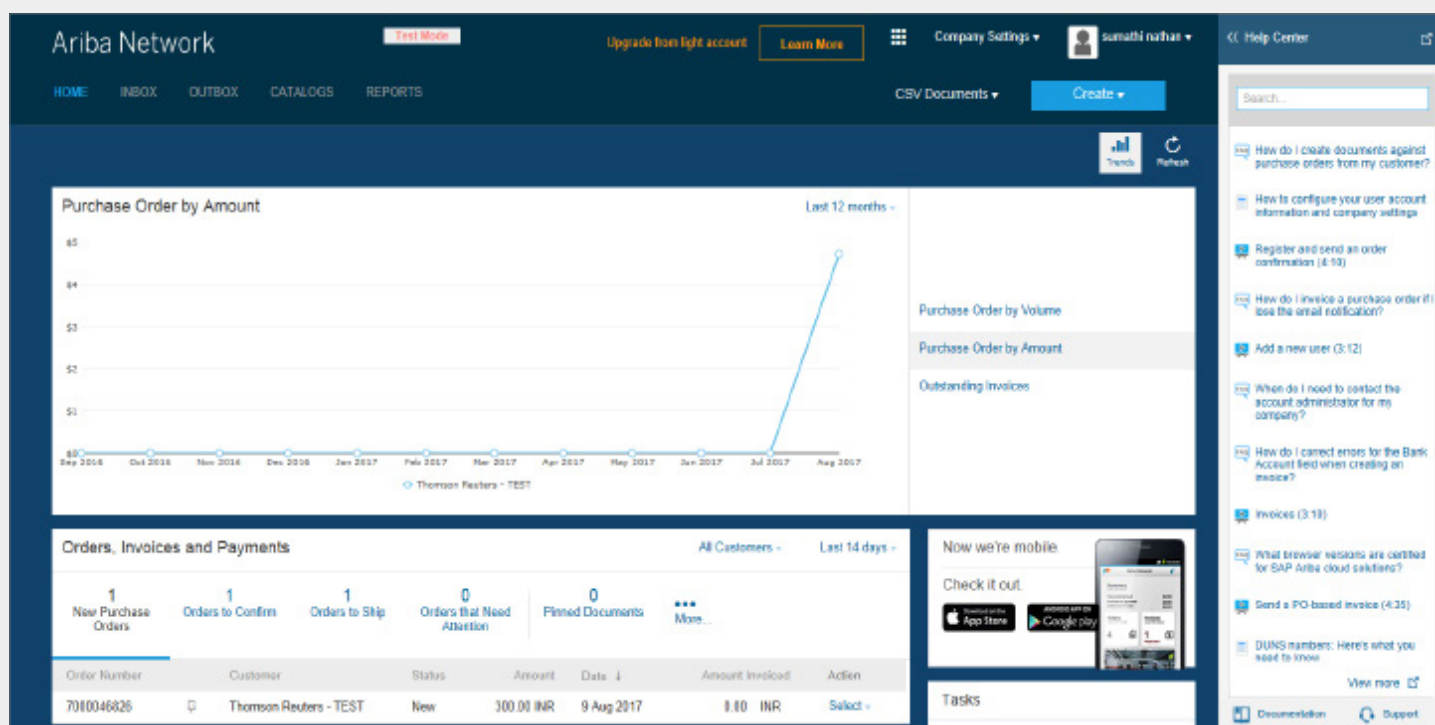
Exchange documents electronically and streamline communications.

Reach more customers worldwide

\* Indicates a required field

## Next Steps: Registration & Access (continued)

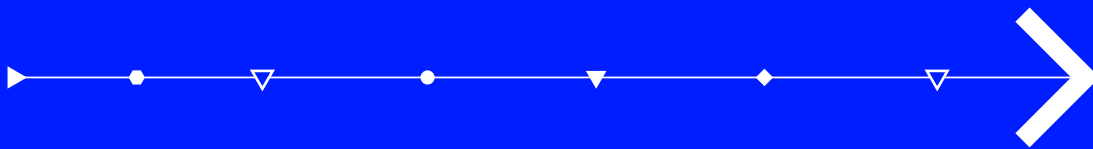
On completion of registration, Supplier will be connected to the Ariba Light Account Portal



### 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.



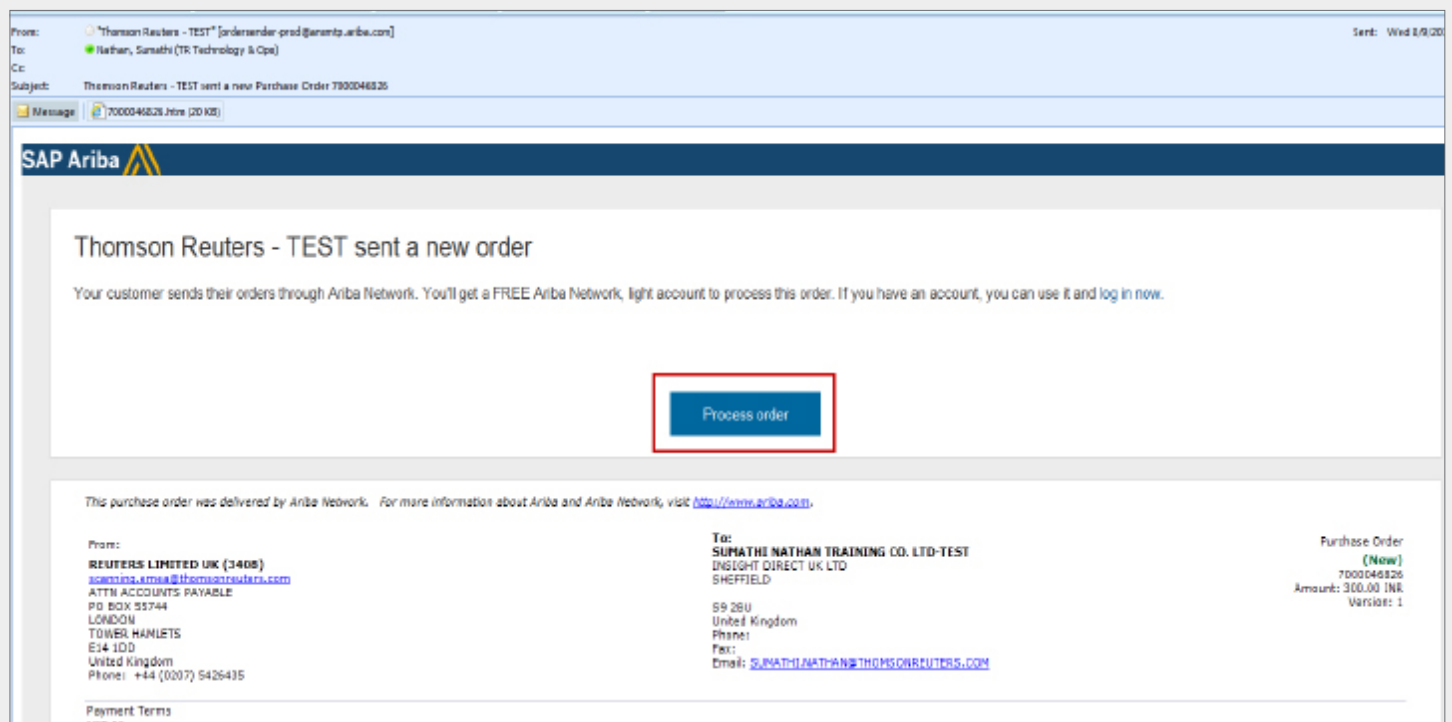
Submission of Light Account  
PO Invoice

# Submission of Light Account: PO Invoice

## LIGHT ACCOUNT – INVOICE SUBMISSION

**Step 1:** Open the Light Purchase Order Email ([ordersender-prod@ansmtp.ariba.com](mailto:ordersender-prod@ansmtp.ariba.com)) that you wish to submit an invoice for payment.

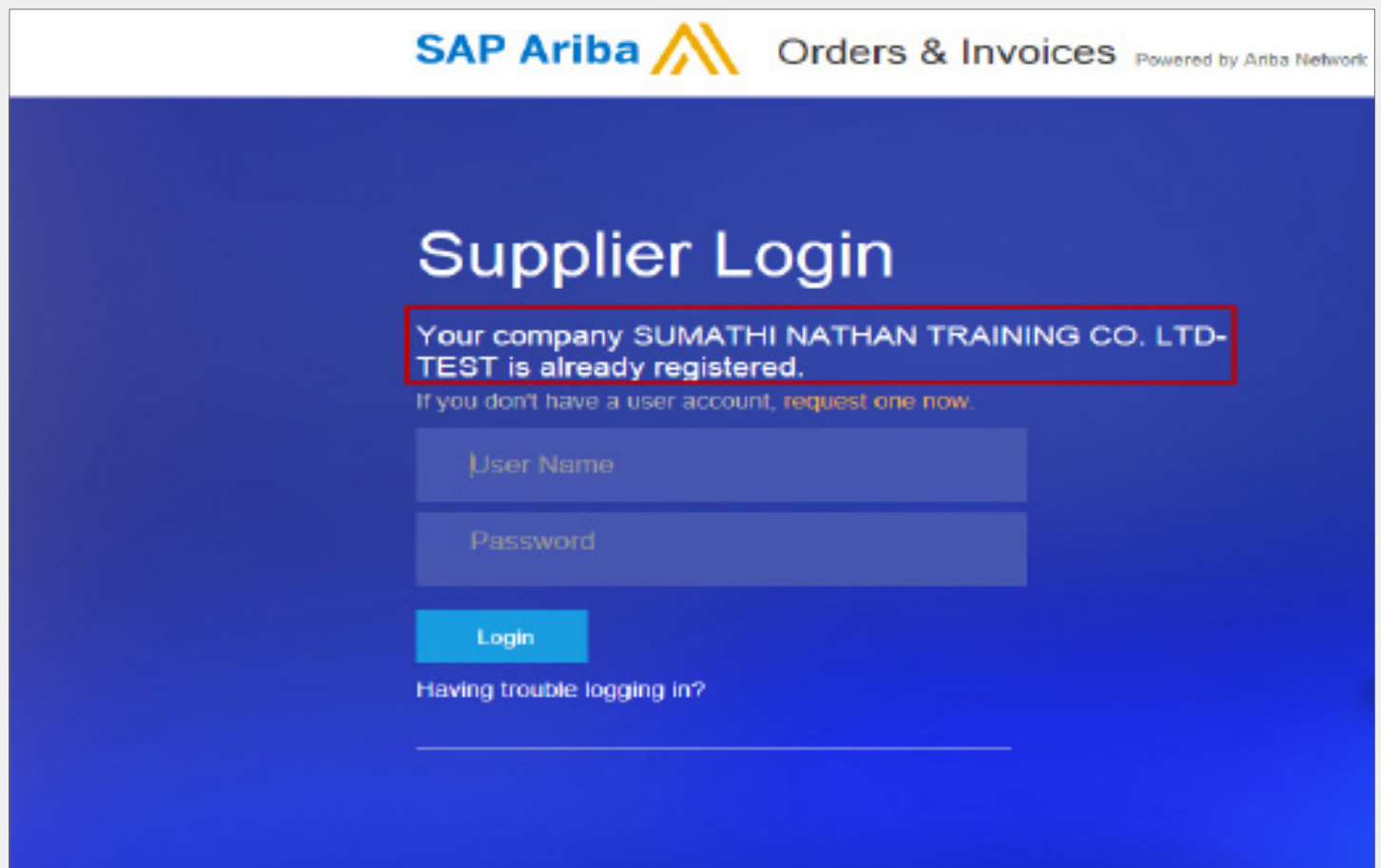
**Step 2:** Click [Process Order](#) from the body of the email.




## 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).*



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?

---

# 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.

Ariba Network

Test Mode

Upgrade from light account

Learn More

Company Settings

Nancy Drew

Purchase Order: 7000046826

Create Order Confirmation

Create Ship Notice

Create Invoice

Print

Download PDF

Download CSV

Resend

Order Detail

Order History

Standard Invoice

Line-Item Credit Memo

From:

REUTERS LIMITED UK (3408)

scanning.amea@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@ust.com

Purchase Order

(New)

7000046826

Amount: 300.00 INR

Version: 1

Payment Terms

NET 50

Routing Status: Sent

Comments

Comment Type: Terms and Conditions

Body: http://tmsnt.rs/29R8CG0

Other Information

Company Code: 3408

Purchasing Unit Name: Reuters Ltd

## 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.

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		10	EA	10.00 INR	100.00 INR

↳

Line Item Actions ▾

Delete

Update

Save

Exit

Next

# Submission of Light Account PO Invoice (continued)

Step 8: Click Submit button to submit the invoice.

Ariba Network

Test Mode

Upgrade from light account

Learn More

Company Settings

Nancy Drew

Create Invoice

PreviousSaveSubmitExit

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

Invoice Date : Saturday 12 Aug 2017 5:28 PM GMT+05:30

Original Purchase Order : 7000046826

Subtotal : 150.00 INR

Total Tax : 30.00 INR

Total Amount without Tax : 150.00 INR

Amount Due : 180.00 INR

(1 Indian Rupee = 0.012 British Pound)

£0.36 GBP

REMIT TO:

SUMATHI NATHAN  
TRAINING CO. LTD-TEST

Postal Address:  
INSIGHT DIRECT UK LTD  
SHEFFIELD

BILL TO:

REUTERS LIMITED UK (3408)

Postal Address (default):  
scanning.emea@thomsonreuters.com  
ATTN ACCOUNTS PAYABLE  
PO BOX 55744  
LONDON

SUPPLIER:

SUMATHI NATHAN  
TRAINING CO. LTD-TEST

Postal Address:  
INSIGHT DIRECT UK LTD  
SHEFFIELD

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

Ariba Network

Test Mode

Upgrade from light account

Learn More

Company Settings ▾

Nancy Drew

Purchase Order: 7000046826

Create Order Confirmation ▾

Create Ship Notice

Create Invoice ▾

| Print ▾ | 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

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:

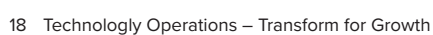
Fax:

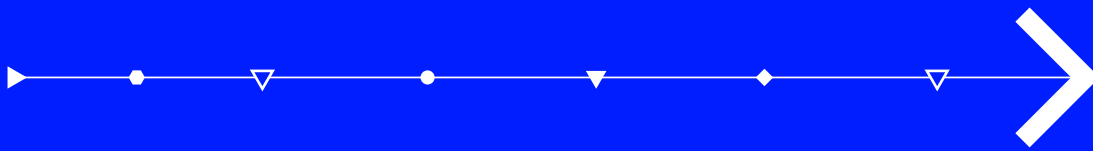
Email: nancy.drew@uat.com

Purchase Order  
(Partially Invoiced)  
7000046826  
Amount: 300.00 INR  
Version: 1

Payment Terms ⓘ  
NET 50

Routing Status: Acknowledged  
Related Documents: 201708120000ONE

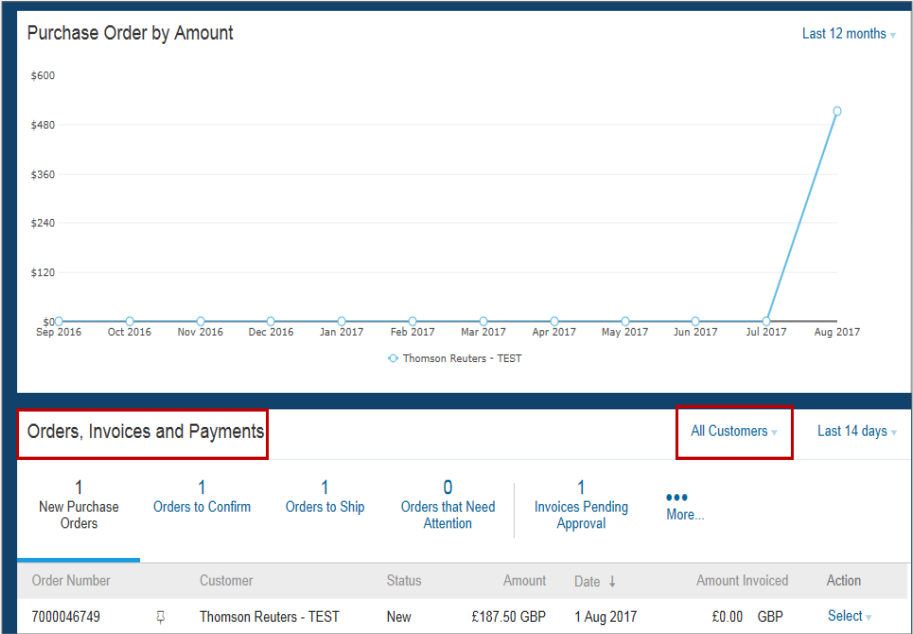
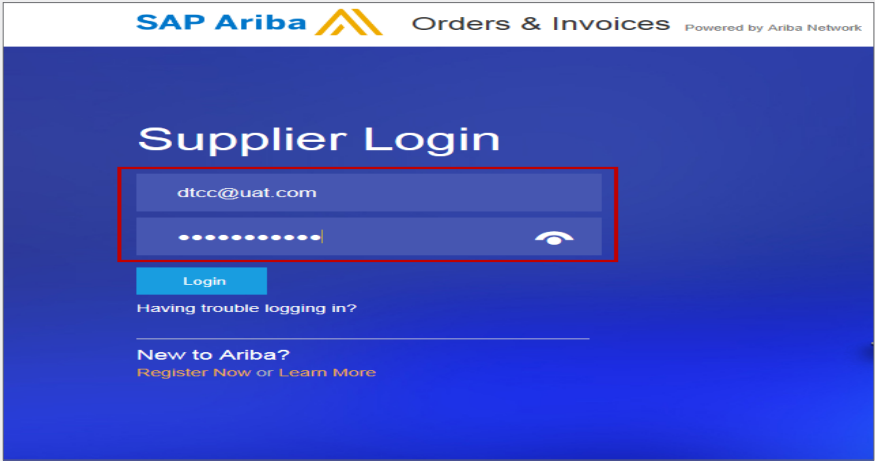




Display of Invoice Status

# 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.

Orders, Invoices and Payments

All Customers ▾Last 14 days ▾

1  
New Purchase Orders

1  
Orders to Confirm

1  
Orders to Ship

0  
Orders that Need Attention

1  
Invoices Pending Approval

...

More...

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. The system will display various stages of the invoice details

Thomson Reuters - TEST

Orders, Invoices and Payments

1  
New Purchase Orders

1  
Orders to Confirm

1  
Orders to Ship

0  
Orders that Need Attention

1  
Invoices Pending Approval

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

SAP Ariba

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 [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	<ul style="list-style-type: none"> <li>• Long-term invoice archiving for global compliance (Regional restrictions apply)</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	✓	✓ Fees may apply to respond to leads. <a href="#">Click here for more information.</a>
Mobile App	✓	✓
Ariba Discovery	✓ Fees may apply to respond to leads. <a href="#">Click here for more information.</a>	✓ Fees may apply to respond to leads. <a href="#">Click here for more information.</a>
Fees	Free	Fees may apply, see complete details.

# Upgrade

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

The screenshot shows the Ariba Network home page. A blue arrow points from the 'Learn more' button in the top navigation bar to the 'Upgrade' button in the top right corner of the main content area. Below the 'Upgrade' button, there is a section titled 'Upgrade to realize the full value of Ariba Network' with two options: 'LIGHT ACCOUNT' and 'FULL-USE ACCOUNT'. The 'FULL-USE ACCOUNT' option is highlighted with a blue 'Upgrade' button. Below this, there is a list of features and benefits for the 'FULL-USE ACCOUNT'.

Type	Order number	Qty	Customer	Ship-to address	Amount	Date	Order status	Bill-to address	Amount	Invoice	Actions
Order	PO4386	1	US/Int	New York Sales...	\$6,198.00 USD	4 Nov 2016	New	Invoice	\$6,198.00 USD	Revised	
Order	PO4329	1	US/Int	New York Sales...	\$889.00 USD	3 Nov 2016	New	Invoice	\$8,209.00 USD	Revised	
Order	PO4387	1	US/Int	New York Sales...	\$8,769.00 USD	3 Oct 2016	New	Invoice	\$9,000.00 USD	Revised	
Order	PO4375	1	US/Int	New York Sales...	\$7,390.00 USD	6 Sep 2016	New	Invoice	\$8,200.00 USD	Revised	
Order	PO4326	1	US/Int	New York Sales...	\$7,105.00 USD	3 Sep 2016	New	Invoice	\$9,089.25 USD	Revised	
Order	PO4326	1	US/Int	New York Sales...	\$8,884.00 USD	6 Aug 2016	New	Invoice	\$8,300.00 USD	Revised	
Order	PO4360	1	US/Int	New York Sales...	\$1,100.00 USD	1 Aug 2016	New	Invoice	\$6,700.00 USD	Revised	

**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 requires. No order confirmation is, ship actions and invoices.
  - Check invoice status and create new PO invoices, if supported by your customer.
- Catalogs**
  - Publish catalogs that detail your products and services.
- Integration**
  - Integrate with your backend systems through COM, 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
- Tools**
  - File

**By the way, you can use these with any account.**

**SELLING**

- Ariba Discovery**
  - Join our business matchmaking service to get high quality sales leads. *Terms may apply.*
- Sourcing/Contract Management**
  - Attract potential customers with your profile and get invited to auctions and other events.

[Learn more about all the features 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

Arriba Network

Test Mode

Upgrade from light account

Learn More

1

Company Settings

Nancy Drew

HOME

INBOX

OUTBOX

CATALOGS

REPORTS

CSV Do

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

Orders to Invoice

More...

Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action
You do not have any Orders and Releases.						

Company Profile

Account Settings

Customer Relationships

Users

Notifications

Application Subscriptions

View All

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Network Notifications

View All

Arriba Network

Test Mode

Company Settings

Nancy Drew

Account Settings

Save

Close

Customer Relationships

Users

Notifications

Application Subscriptions

Manage Users

Manage users for your Arriba account. If you enter an email alias, specify the alias owner's name and phone number.

	Username	Email Address	First Name	Last Name	Arriba Discovery Contact	Role Assigned	Customer Assigned
<input type="checkbox"/>	sum777@uat.com	sum.nathan@gmail.com	sum777	nathan	No	All Responsibilities	All
<input type="checkbox"/>	sum789@uat.com	sumathi.nathan@thomsonreuters.com	sumathi	nathan	No	Order Management (...)	Thomson Reuters - TEST

Edit

Delete

Add to Contact List

Remove from Contact List

Make Administrator

Create User

Manage User Roles

Create and manage roles for your account. You can view or edit the details of a role. The Administrator role can be viewed, but cannot be modified.

Role	Name	Actions
Administrator	Administrator	Details
All Responsibilities	All Responsibilities	Details Edit Delete
Invoice Creation	Invoice Creation	Details Edit Delete
Order Management	Order Management	Details Edit Delete

- 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](http://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

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Global Sourcing and Procurement at Thomson Reuters

Thomson Reuters uses Ariba to transact with our suppliers

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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

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

26 Technology Operations – Transform for Growth

# Resources

## SUPPLIER HELP RESOURCE – PORTAL

Use the [Search](#) Field to search for assistance under [Help Center](#) option on the Portal.

The screenshot displays the Ariba Network portal interface. The top navigation bar includes the Ariba Network logo, a grid icon, 'Company Settings', a user profile for 'vikash Kumar', and a 'Help Center' link highlighted with a red box. Below the navigation bar, there are tabs for 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', and 'CSV Documents', along with a 'Create' button. The main content area is divided into several sections: 'Orders, Invoices and Payments' with three cards for 'Orders to Invoice', 'Orders that Need Attention', and 'Invoices Received'; a 'Now we're mobile' section with 'Check it out.' and app download links for the App Store and Google Play; and a 'Tasks' section with a progress bar for 'Update Profile Information' at 15%. On the right side, a 'Help Center' sidebar is visible, containing a search bar with the text 'Create Invoice' and a list of frequently asked questions (FAQs) such as 'How do I create documents against purchase orders from my customer?' and 'How to configure your user account information and company settings'.

## Getting Help

### Supplier Support Details:

[thomsonreuters.com/en/resources/global-sourcing-procurement/supplier-support/faq.html](http://thomsonreuters.com/en/resources/global-sourcing-procurement/supplier-support/faq.html)

### Supplier Enablement Team:

[aribaenablement@thomsonreuters.com](mailto:aribaenablement@thomsonreuters.com)

Visit [myrefinitiv.com](https://myrefinitiv.com)

