

# 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 (Refinitiv) 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 Refinitiv 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 invoicing – 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:

The screenshot displays an SAP Ariba Purchase Order for Thomson Reuters. The header includes the sender's name, date (21 September 2017), and subject: 'Thomson Reuters sent a new Purchase Order 700000033'. The main body contains instructions for suppliers on how to process the order and submit invoices. Below this, there is a 'Process order' button. The order details section shows the purchase order was delivered via Ariba Network. It lists the 'From' company (REUTERS LIMITED UK) and the 'To' company (ANCHOR PAPER COMPANY). The 'Line Items' table shows one item: 'Not Available' with a quantity of 1, a unit price of £375.00 GBP, and a subtotal of £375.00 GBP. The footer includes a 'Process order' button and a note about the email's validity.

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			
<input type="radio"/>	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)												Page	1	»	☰
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<input type="radio"/>	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 manage 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.