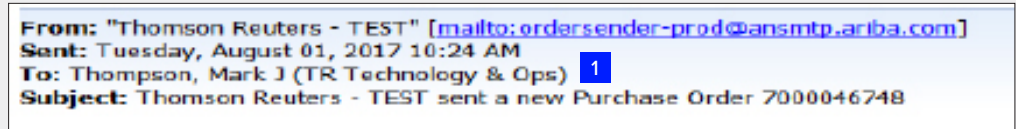
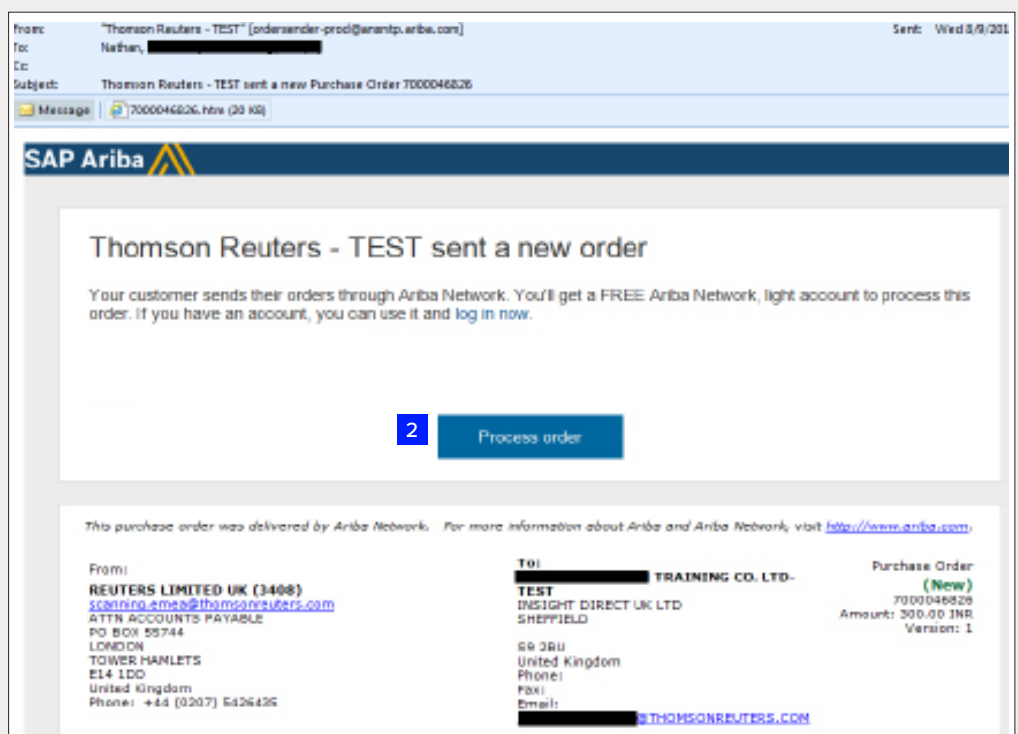


Ariba Light Account: How to Upload PO Invoice

1 Locate and open the original **Purchase Order** email notification (Be sure to select the correct PO email if you have several POs with Thomson Reuters).



2 Click **Process Order** from the body of the email. This will automatically open Ariba in another browser tab.

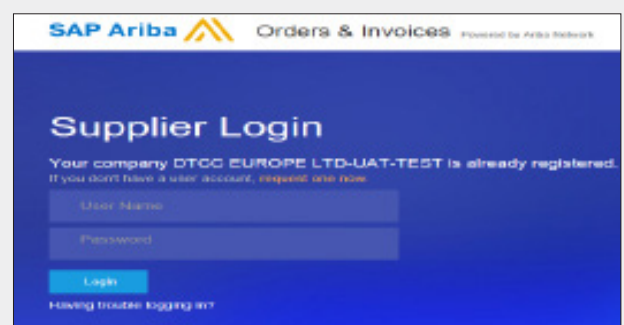


Note: You will be prompted to do either two of the following:

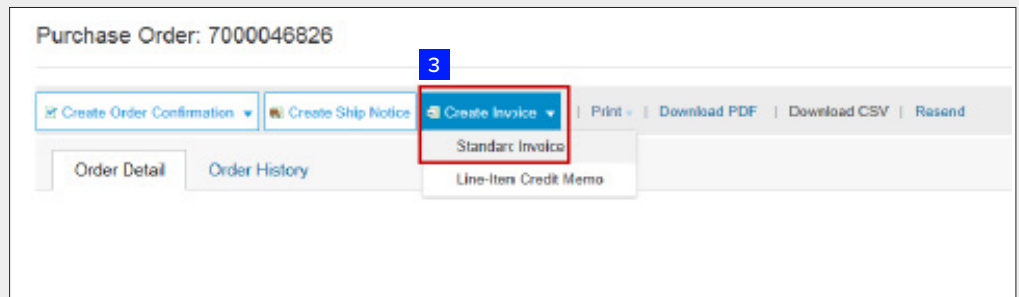
If you don't have an account, click **Sign up** to start the registration

If you have an **existing** Ariba Network account with another customer, click **Log in** to process and you will be connected to the Purchase Order Page to process an invoice

You will then be taken to the **Supplier Login Page**. Enter your login details.

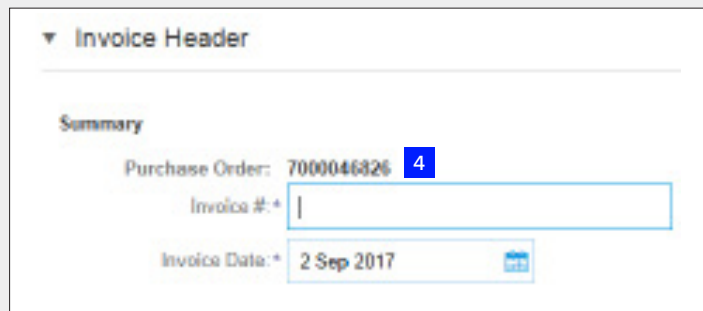


- 3 Click the **Create Invoice** from the Purchase Order Page.



- 4 Complete the following fields in the **Invoice Header Summary** section.

- Enter the **Invoice Number**
- Adjust invoice date if necessary



- 5 Scroll down to the **Tax** section.

- Select either header or line level tax.
- Change the category of tax if needed.
- Adjust the taxable amount if you are entering a partial invoice.
- Enter appropriate tax Rate (%) or Amount



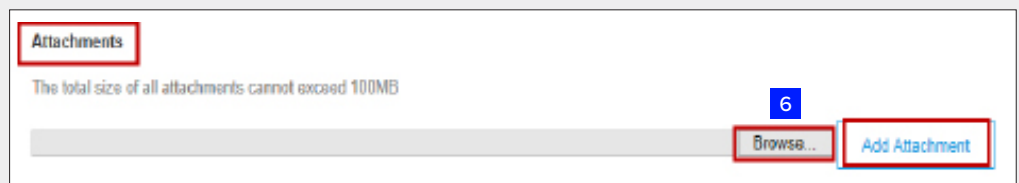
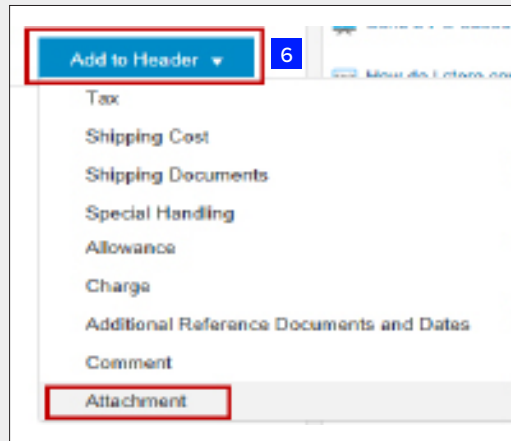
6 OPTIONAL: Add Attachments Scroll down to Add to Header (located just above Line Items). Here you can attach supporting documents.

- Click **Add to Header**
- Select **Attachment** (at the bottom of the drop-down list)
- Click **Choose File** or **Browse**, then locate and select the document on your computer
- Click **Add Attachment**

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

Or you may see changes in a paper clip icon. This will update as you add attachments.

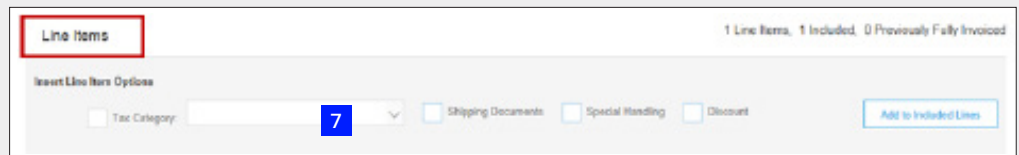
From: To:



Name	Size (bytes)	Content Type
<input type="checkbox"/> Supplier.pdf	82190	application/pdf
<input type="button" value="Delete"/>		

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



<input type="checkbox"/>	No.	Include
<input checked="" type="checkbox"/>	1	
<input type="checkbox"/>	2	

Quantity
10

Subtotal
100.00 INR

Confirm the **Total Amount without Tax** on your invoice

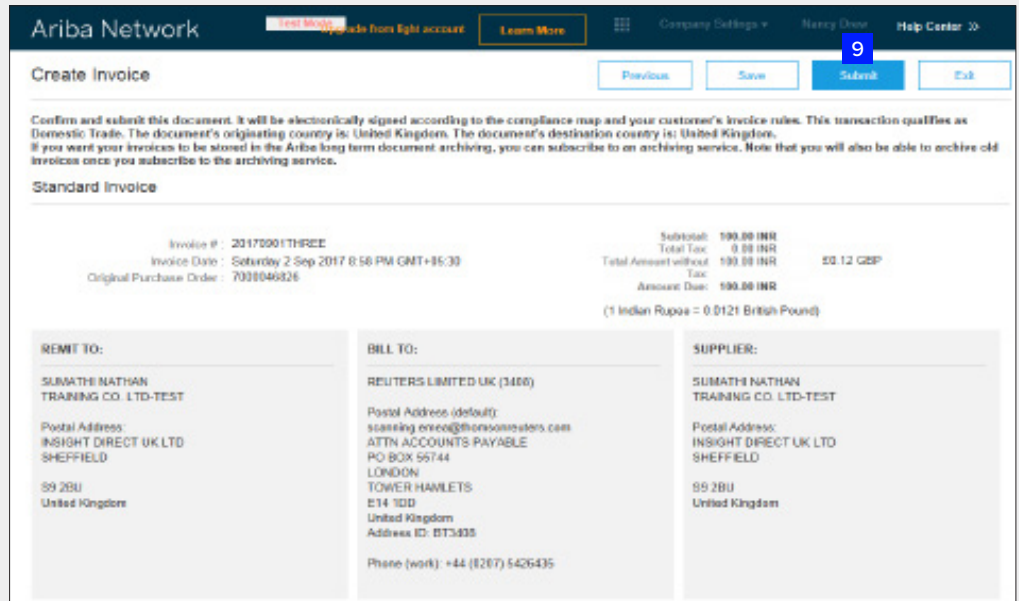
- It is very **IMPORTANT** to have the correct amount here.
- Do not use the default amount unless it is correct.

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

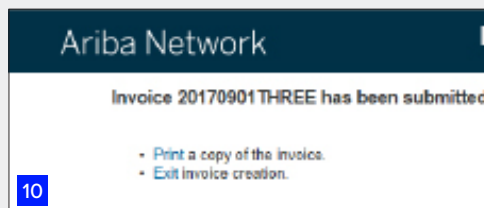
8 Click **Update** or **Next** to move to the next screen to review your invoice.



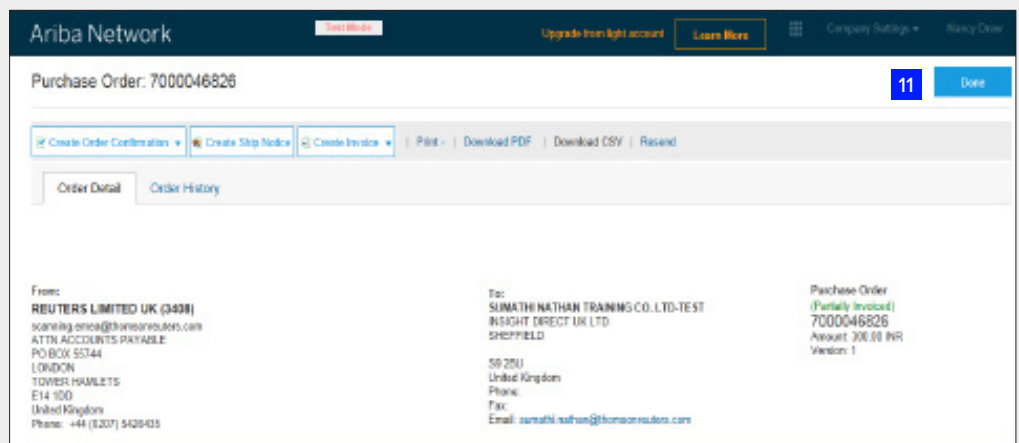
9 Invoice summary screen will be displayed. Review the invoice details and click the **Submit** button.



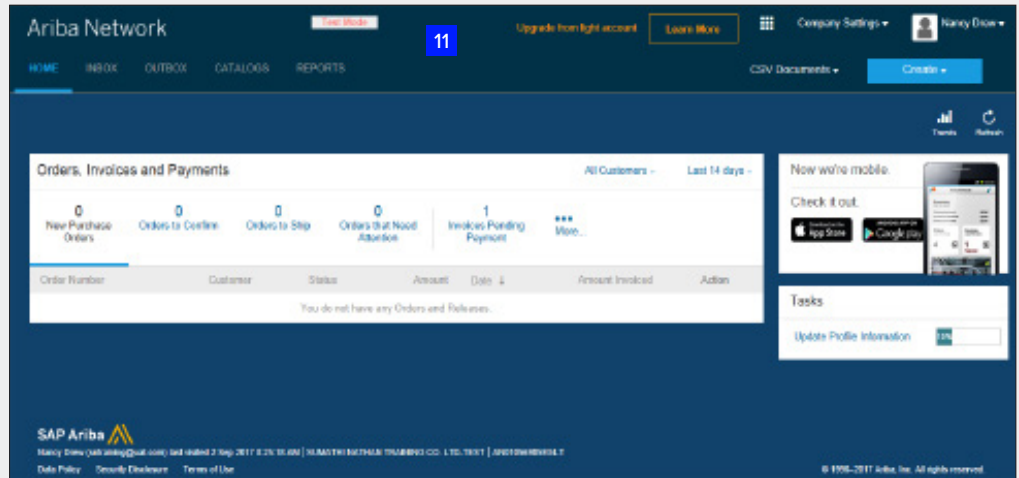
10 A confirmation will be displayed confirming your submission of the invoice. Click the **Exit** link to exit invoice creation.



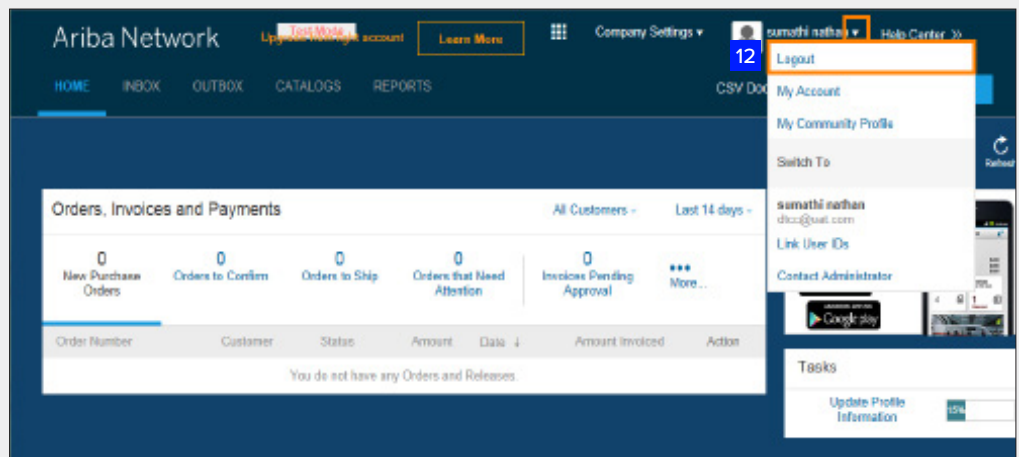
11 The system will display the Purchase Order page again (if the PO is not fully invoiced). Click the **Done** button to log out of Purchase Order page. (if you do not wish to upload another invoice).



11 You will be taken to the Ariba Light Account Home page in the Portal.



12 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 invoice 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 questions about this process or payment status, please email ap.queries@thomsonreuters.com

Getting support

You may find Supplier Support Options here: <https://www.thomsonreuters.com/en/resources/global-sourcing-procurement/supplier-support/faq.html>