

ARIBA Supplier Onboarding Program Supplier User Guide

Thomson Reuters are unable to review and process your company as a supplier until the registration and subsequent questionnaire are completed

Any sales invoices received will not be processed until the Supplier Onboarding Registration Process has been finalized

April 2024

Ariba: Supplier Onboarding Program

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3. Suppliers who already have an Ariba Network account - Page 14

IMPORTANT NOTES FOR SUPPLIERS

- Thomson Reuters are unable to review and process your company as a supplier until the registration and subsequent questionnaire are completed.
- Any sales invoices received will not be processed until the Supplier Onboarding registration process has been finalized.
- Ariba times out after 30 minutes of inactivity.
- Supported Browsers:
 - Microsoft Edge32-bit
 - Chrome 54+64-bit
 - Microsoft Internet Explorer 1132-bit
 - Safari 9+ 64-bit
 - Mozilla Firefox 49+ 64-bit
- You should be aware that Ariba offers two versions; the Standard Account and the Enterprise Account. The Standard Account will not incur any fees for you, as a supplier, but the Enterprise Account will. When registering with Ariba, you create an agreement directly with Ariba, to which Thomson Reuters is not a party. Please ensure that the appropriate Ariba Account type is selected, as if you select the Enterprise Account, you will receive an invoice directly from Ariba. Thomson Reuters cannot accept accountability should the incorrect level be selected, nor can it accept liability for any fees incurred. Thomson Reuters can however assist you to switch back from the Enterprise Account to the Standard Account, if you notify Thomson Reuters accordingly.

Ariba: Help

COMPLETION OF THE SUPPLIER REGISTRATION QUESTIONNAIRE

Ariba Help Centre:

- https://support.ariba.com/Help_Center/help

* * *

TECHNICAL ASSISTANCE WITH THE ARIBA TOOL

- <http://www.ariba.com/help/ariba-answers/contact-us/ariba-customer-support-phone-numbers>

Tip: Check you are using an Ariba supported browser – See page 2

* * *

ACCOUNTS PAYABLE SPECIFIC INVOICES RELATED QUERIES - EMAIL

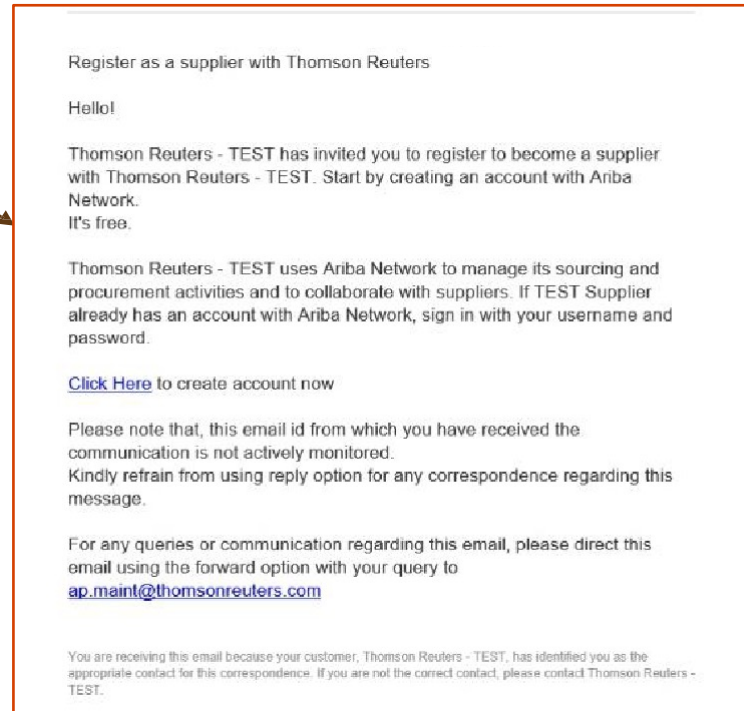
- AP.Queries@thomsonreuters.com

Ariba: Invitation from Ariba to Supplier



1) The Invitation email from Thomson Reuters will appear like this in your email inbox. If you haven't received the email, please check your spam/junk folders.

2) In the body of the email there is a link that you are required to "click here" to register your company on the Ariba Network or to access your existing Ariba Network account if you already have one.



Ariba: Invitation to Supplier

Welcome, Test Supplier

Have a question? Click here to see a Quick Start guide.

Sign up as a supplier with **Thomson Reuters - TEST** on SAP Ariba.

Thomson Reuters - TEST uses SAP Ariba to manage procurement activities.

Create an SAP Ariba supplier account and manage your response to procurement activities required by Thomson Reuters - TEST.

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

[Sign up](#)

3) Click the “Log in” link if you already have an Ariba Network account to log-in (see page 14).

4) Click “Sign up” if you are new to Ariba and wish to register for an Ariba Network account.

Ariba: Supplier Registration – Company Details

Company information

Company Name: * TEST Supplier

Country/Region: * Costa Rica [CRI] ▼

Address: * 10101

Line 2

City: * San Jose

Postal Code: * 10101

State: * Select ▼

! Required field

5) Please check and complete your company details. Mandatory fields are marked with an asterix.

Ariba: Supplier Registration – User Account

User account information

Name: *

Email: *

Use my email as my username

Username: *

Password: *

Language:

Email orders to: *

6) Please complete the user account information. You can use your email for your username or create your own.

Ariba: Supplier Registration – Supplier’s Business Information

Tell us more about your business

Product and Service Categories: -or-

X

Ship-to or Service Locations: -or-

X X X X X X

Tax ID: Enter your Company Tax ID number.

DUNS Number: Enter the nine-digit number issued by Dun & Bradstreet. By default, DUNS number is appended with ".IT" in test account.

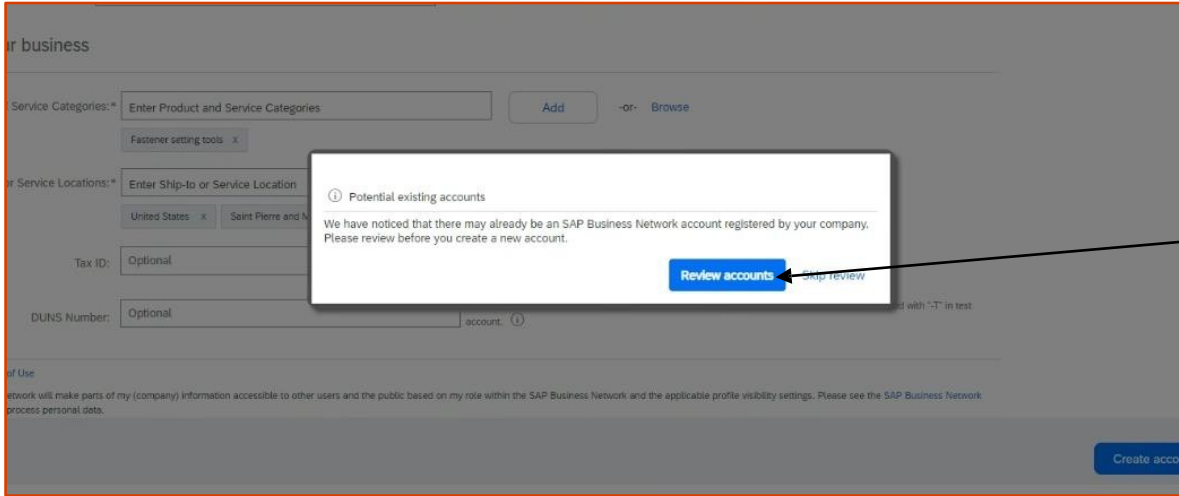
I have read and agree to the Terms of Use

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the SAP Business Network Privacy Statement to learn how we process personal data.

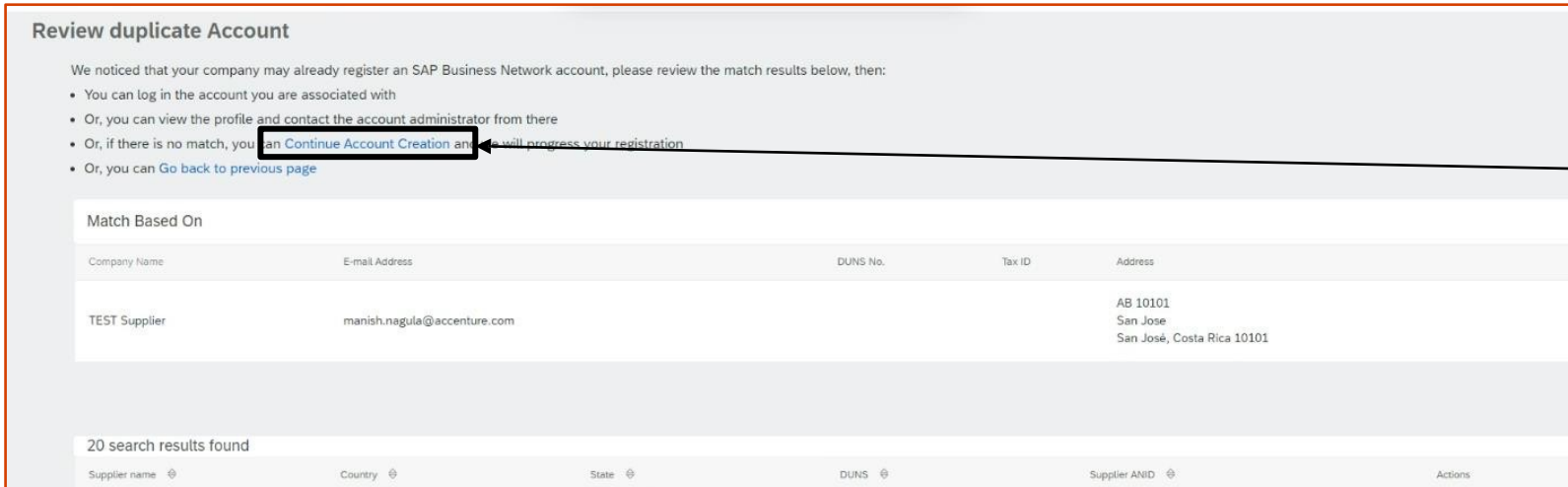
7) Please complete the Business information. Provide the ship to location as well as product/service category. Read and confirm your agreement to the Ariba Terms of Use and Privacy Statement and click “Create Account and Continue”.

Ariba: Supplier Registration: Check Duplicate Account

8) Checking Duplicate Account



1
Click on Review Accounts.



2
Review the populated matches and if no duplicity is found then click on Continue account creation.

Ariba: Supplier Registration – Supplier Registration Questionnaires

THOMSON REUTERS - TEST

Welcome to the Ariba Spend Management site. This site assists in identifying world class suppliers who are market leaders in quality, service, and cost. Ariba, Inc. administers this site in an effort to ensure market integrity.

Home

Events

Title	ID	End Time ↓	Event Type	Participated
No items				

Registration Questionnaires

Title	ID	End Time ↓	Status
▼ Status: Open (3)			
Supplier Registration Questionnaire	Doc2008553769	5/24/2024 12:09 PM	Invited
Individual or Sole Proprietor Risk Survey	Doc2008553772	4/24/2024 12:39 PM	Invited
Business Partner Risk Survey	Doc2008553771	4/24/2024 12:39 PM	Invited

Qualification Questionnaires

Submit Entire Response | Save draft | Compose Message | Excel Import

9) Click on the top left corner and select Ariba Proposals and questionnaires to access the registration questionnaires. Under Registration tab click on the questionnaires to respond to them.

10) Once the response has been provided for the questionnaire click on Submit Entire Response.

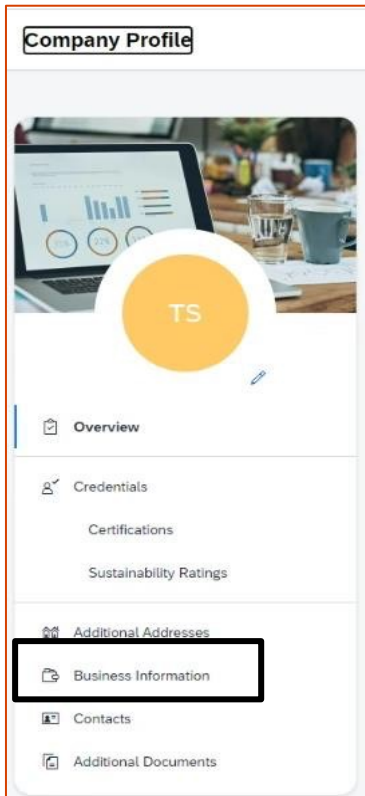
Important Note: Many companies are seeing an increase in fraud, specifically around bank account changes. Our compliance policies evolve based on current trends and involves more stringent requirements to protect not only our vendors but Thomson Reuters as well. Please read the following document for a better understanding.

Ariba: Supplier Registration – Ariba Network Profile

1) Once you complete and submit the questionnaire, we appreciate if you have updated your Tax Information for Invoicing purposes.

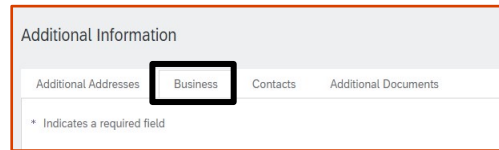
Go to Company Profile and Business Information Tab:

1



Go to Business Tab:

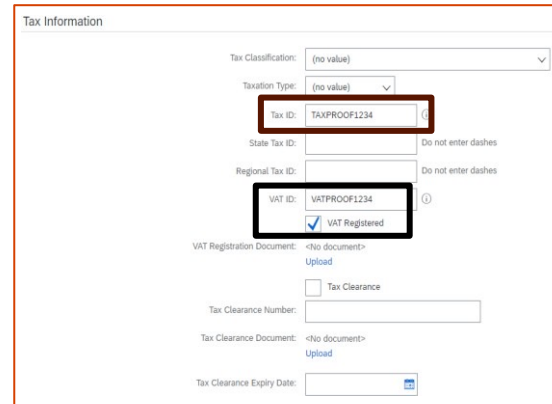
2



Navigate to the Tax Information Section:

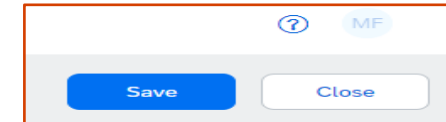
3

Tax ID: – Populate with Tax ID or VAT ID. This field auto populates the Supplier Tax ID on invoices.
Vat ID & Check Box: – VAT registered, please copy VAT ID from TAX ID Field above and paste. Tick the Vat registered box.

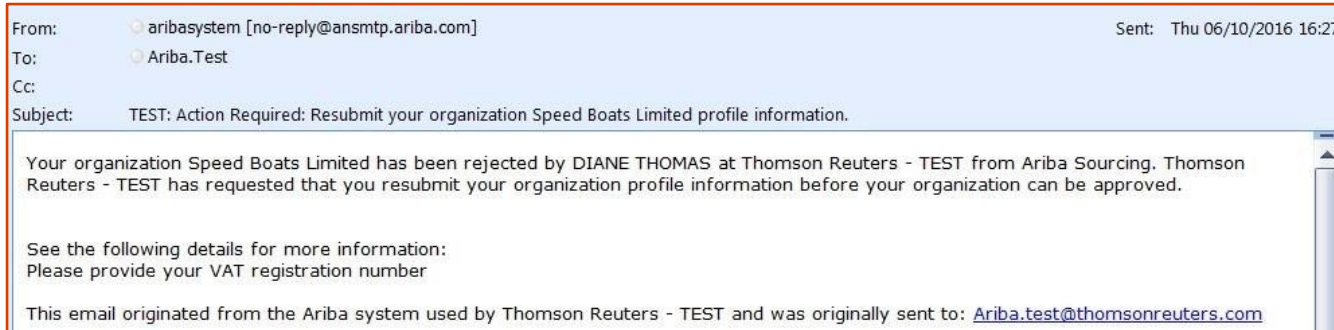


Save the profile with updates:

4

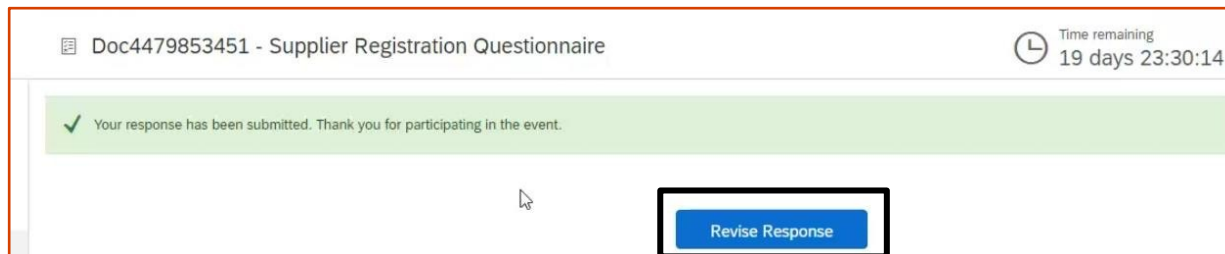


Ariba: Thomson Reuters requires more information

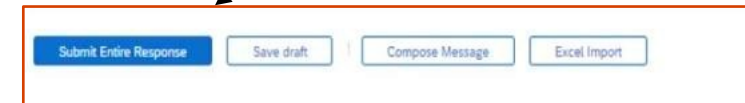


12) The Supplier Registration Questionnaire may be returned to you if there is a requirement to obtain more information from the supplier or if clarification is needed regarding any answers you have provided.

13) Following log-on to your Ariba Network Account, select "Registration Questionnaire" and click on "Revise response" once the questionnaire opens to update the information.




14) Once the response is revised, click on "Submit Entire Response".



Ariba: Approval or Rejection

From	Subject
aribasystem	TEST: Organization Speed Boats Limited has been approved by Thomson Reuters

SAP Ariba 

Your organization Speed Boats Limited has been approved by DIANE THOMAS at Thomson Reuters - TEST for Ariba Sourcing. Your organization is now authorized to participate in activities with Thomson Reuters - TEST on Ariba Sourcing.

Approved for transacting with Thomason Reuters

This email originated from the Ariba system used by Thomson Reuters - TEST and was originally sent to: Ariba.test@thomsonreuters.com

15) Approval: Your company has now been approved for trading with Thomson Reuters and you will be notified by email.

From	Subject
aribasystem	TEST: Organization Speed Boats Limited. has been rejected by Thomson Reuters

Your organization Speed Boats Limited. has been rejected by DIANE THOMAS at Thomson Reuters - TEST from Ariba Sourcing. Your organization is currently not authorized to participate in activities with Thomson Reuters - TEST on Ariba Sourcing.

This supplier is not approved for trading with Thomson Reuters.

This email originated from the Ariba system used by Thomson Reuters - TEST and was originally sent to: Ariba.test@thomsonreuters.com

16) Rejection: You will be notified by email if your organization has been rejected for trading with Thomson Reuters, please contact your Thomson Reuters business sponsor.

Ariba: The Supplier already has an Ariba Network Account

The image shows two screenshots from the Ariba supplier registration process. The top screenshot is titled 'Welcome, Test Supplier' and contains a yellow banner with the text 'Have a question? Click here to see a Quick Start guide.' Below this, it says 'Sign up as a supplier with Thomson Reuters - TEST on SAP Ariba.' and 'Thomson Reuters - TEST uses SAP Ariba to manage procurement activities. Create an SAP Ariba supplier account and manage your response to procurement activities required by Thomson Reuters - TEST.' At the bottom, there is a link 'Already have an account?' with a blue 'Log In' button circled in red. An arrow points from this button to a text box on the right. The bottom screenshot is titled 'Enter Your Account Information' and contains the text 'You are using an Ariba Sourcing test account to register on the Ariba Commerce Cloud. Enter your existing Ariba Commerce Cloud, SAP Business Commerce Cloud test account profile will become your Ariba Sourcing supplier test account profile.' Below this are two input fields: 'Username:*' and 'Password:*'. At the bottom right, there are two buttons: a blue 'Continue' button and a grey 'Cancel' button. Three arrows point from the 'Continue' button to text boxes on the right.

17) If the supplier already has a Ariba Network Account, select the appropriate link following receipt of the email invitation. Do not log directly into your account without using the URL from the email otherwise the 2 companies will not be associated.

18) Enter your existing Username and Password and click "continue".

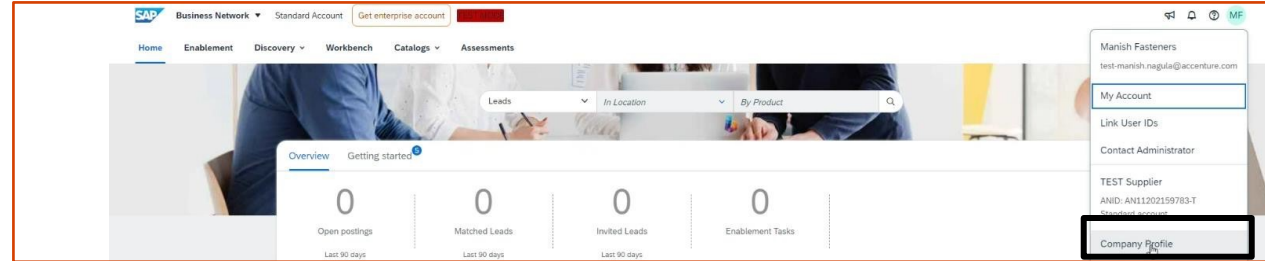
19) Once Username and Password details have been entered, the supplier should continue from page 7 for Instructions.

How to Update your Ariba Network Profile:

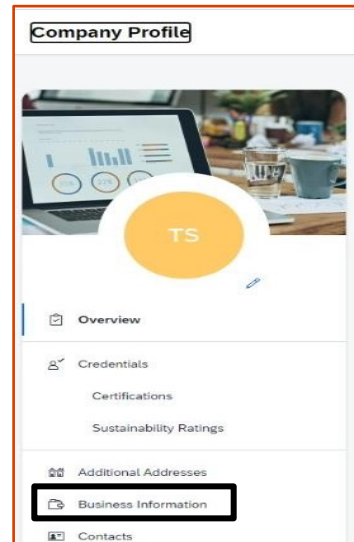
Login to Ariba Supplier Network: 1



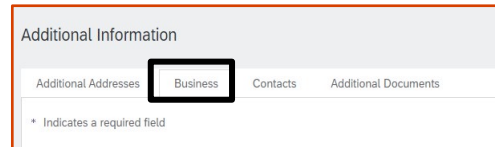
Click on Company Profile: 2



Go to Company Profile and click on Business Information tab: 3



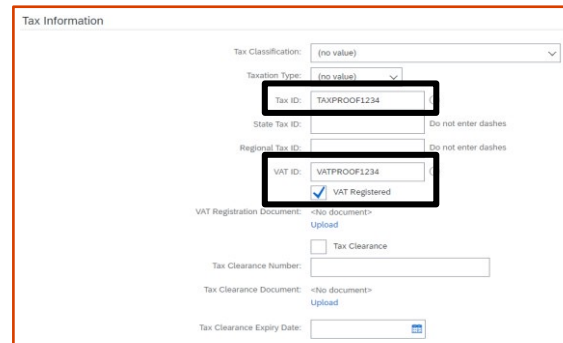
Go to Business Tab: 4



Navigate to the Tax Information Section: 5

Tax ID: – Populate with Tax ID or VAT ID. This field auto populates the Supplier Tax ID on invoices.

Vat ID & Check Box: – VAT registered, please copy VAT ID from TAX ID Field above and paste. Tick the Vat registered box.



Save the profile with updates: 6

