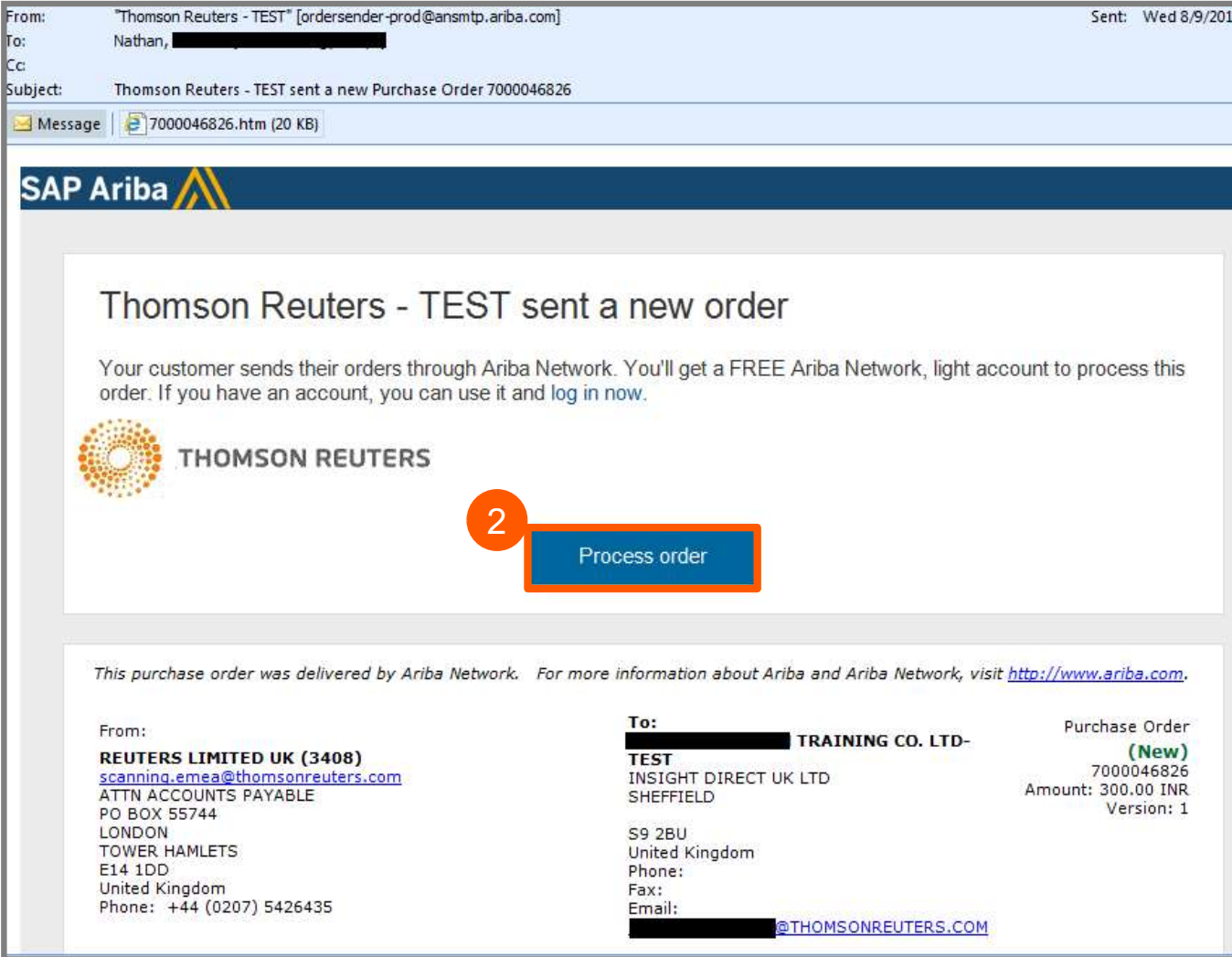


# Ariba Light Account : How to Upload PO Invoice

1 The person completing these steps should be the person that will manage your Ariba Account and be responsible for uploading invoices. If you are not that person, please forward the Purchase order to them along with the link to this guide.

Locate and open the **Purchase Order** email notification. (*Be sure to select the correct Purchase Order email if you have several Purchase orders from Thomson Reuters*)

2 Click **Process Order** from the body of the email.



# Ariba Light Account :

3 You will be prompted to do either of the following when submitting your first ever invoice against a purchase order from Thomson Reuters :

- a. If you don't already have an Ariba Network Account click **Sign up** to start the registration process.
  
- a. If you have an **existing** Ariba Network Account, click **Log in** and you will be taken to the Supplier Login Portal screen

Ariba Network

Join your customer on Ariba Network!

3a Sign up

Already have an account Log in 3b

**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](#)

SAP Ariba Orders & Invoices Powered by Ariba Network

3b

Supplier Login

User Name

Password

Login

Having trouble logging in?

New to Ariba?  
[Register Now](#) or [Learn More](#)

# Ariba Light Account : How to Upload PO Invoice

4 Click the **Create Invoice** from the Purchase Order Page

Purchase Order: 7000046826


Create Order Confirmation |  Create Ship Notice |  **Create Invoice** | Print | Download PDF | Download CSV | Resend

Standard Invoice  
Line-Item Credit Memo

Order Detail | Order History

5 Within the **Invoice Header Summary** section complete

- **Invoice #**
- Adjust **Invoice date** if necessary
- **Supplier TAX ID** – add VAT/TAX number, requirement for registered businesses.

 **THOMSON REUTERS**

▼ Invoice Header

Summary

Purchase Order: 7000097560

Invoice #: \*

Invoice Date: \* 9 Apr 2018

Supplier Tax ID:

6 Scroll down to the **Tax** section.

- Select either header or line level tax.
- Change the category to select tax type.
- Adjust the taxable amount if entering a partial invoice.
- Enter appropriate tax Rate (%) or Amount

Tax ⓘ

Header level tax ⓘ |  Line level tax ⓘ

Category: \* Sales Tax

Location:

Description:

Regime:

Taxable Amount: 100.00 INR

Tax Rate Type:

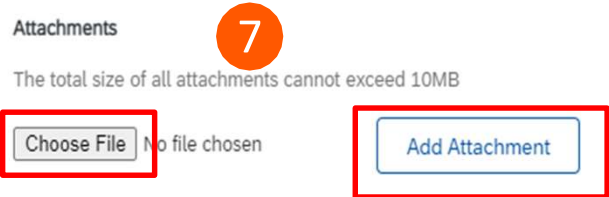
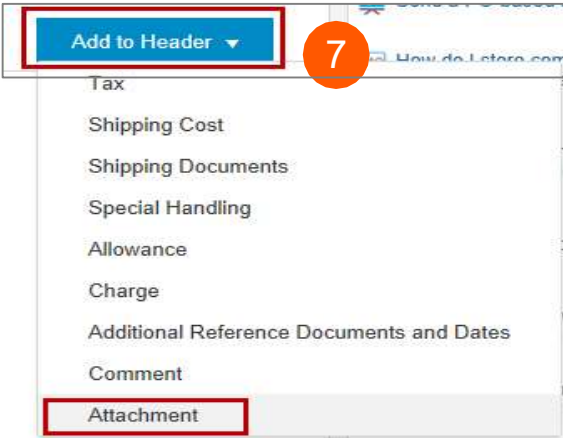
Rate(%):

Tax Amount:


# Ariba Light Account : How to Upload PO Invoice

- 7** **OPTIONAL: Add Attachments** Here you can attach supporting documents. e.g. your system generated invoice.
- Scroll down to **Add to Header** (located just above *Line Items*).
  - Select **Attachment** (at the bottom of the drop-down list)
  - Click **Choose File** then locate and select the document on your computer
  - Click **Add Attachment**

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



Name	Size (bytes)	Content Type
<input type="checkbox"/> Invoice 123.docx	18508	application/vnd.openxmlformats-officedocument.wordprocessingml.document



# Ariba Light Account : How to Upload PO Invoice

## 8 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 submitting a partial invoice.
- Under **Subtotal**, check the amount shown.

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.

## 9 Click **Update** then **Next** to move to the next screen to review your invoice

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	Quantity	Subtotal
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	10	100.00 INR
<input type="checkbox"/>	2	<input type="checkbox"/>		

<b>Subtotal:</b>	<b>100.00 INR</b>
<b>Total Tax:</b>	<b>0.00 INR</b>
<b>Total Amount without Tax:</b>	<b>100.00 INR</b>
<b>Tax:</b>	
<b>Amount Due:</b>	<b>100.00 INR</b>

# Ariba Light Account : How to Upload PO Invoice

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

**Ariba Network** Test Mode Upgrade from light account Learn More Company Settings Nancy Help Center >>

Create Invoice Previous Save **Submit** Exit

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 # : 20170901THREE	Subtotal: <b>100.00 INR</b>
Invoice Date : Saturday 2 Sep 2017 8:58 PM GMT+05:30	Total Tax: 0.00 INR
Original Purchase Order : 7000046826	Total Amount without Tax: 100.00 INR £0.12 GBP
	Amount Due: <b>100.00 INR</b>

(1 Indian Rupee = 0.0121 British Pound)

<b>REMIT TO:</b> SUMATHI NATHAN TRAINING CO. LTD-TEST  Postal Address: INSIGHT DIRECT UK LTD SHEFFIELD  S9 2BU United Kingdom	<b>BILL TO:</b> REUTERS LIMITED UK (3408)  Postal Address (default): scanning.emea@thomsonreuters.com ATTN ACCOUNTS PAYABLE PO BOX 55744 LONDON TOWER HAMLETS E14 1DD United Kingdom Address ID: BT3408  Phone (work): +44 (0207) 5426435	<b>SUPPLIER:</b> SUMATHI NATHAN TRAINING CO. LTD-TEST  Postal Address: INSIGHT DIRECT UK LTD SHEFFIELD  S9 2BU United Kingdom
--	--	--

11 A confirmation will be displayed confirming your submission of the invoice.

Click the **Exit** link to exit invoice creation.

**Ariba Network**

Invoice 20170901THREE has been submitted.

11

- Print a copy of the invoice.
- Exit invoice creation.



# Ariba Light Account : How to Upload PO Invoice

**12** The system will display the Purchase Order page again (if the PO is not fully invoiced).

Click the **Done** button if you do not wish to upload another invoice

**Ariba Network** Test Mode Upgrade from light account Learn More Company Settings Nancy Drew

Purchase Order: 7000046826 12 Done

Create Order Confirmation  Create Ship Notice  Create Invoice | [Print](#) | [Download PDF](#) | [Download CSV](#) | [Resend](#)

[Order Detail](#) [Order History](#)

**THOMSON REUTERS**

**From:**  
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**To:**  
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 INSIGHT DIRECT UK LTD  
 SHEFFIELD

S9 2BU  
 United Kingdom  
 Phone:  
 Fax:  
 Email: sumathi.nathan@thomsonreuters.com

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

**13** You will be taken to your Ariba Network Profile **Home page**

**Ariba Network** Test Mode Upgrade from light account Learn More Company Settings Nancy Drew

[HOME](#) [INBOX](#) [OUTBOX](#) [CATALOGS](#) [REPORTS](#) CSV Documents Create

**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 Invoices Pending Payment | [More...](#)

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

**Now we're mobile.**  
 Check it out.  
[Download on the App Store](#) [ANDROID APP ON Google play](#)

**Tasks**  
 Update Profile Information 15%

**SAP Ariba**  
 Nancy Drew (sntraining@uat.com) last visited 2 Sep 2017 8:25:18 AM | SUMATHI NATHAN TRAINING CO. LTD-TEST | AN01056985934-T  
[Data Policy](#) [Security Disclosure](#) [Terms of Use](#) © 1996-2017 Ariba, Inc. All rights reserved.

# Ariba Light Account : How to Upload PO Invoice

14

## One Off Step - applicable for business registered for TAX/VAT

Add your **TAX/VAT** number into the **Company Profile** to automatically pre-populate the supplier Tax ID field on future invoices.

14 Select the dropdown link next to **account settings**

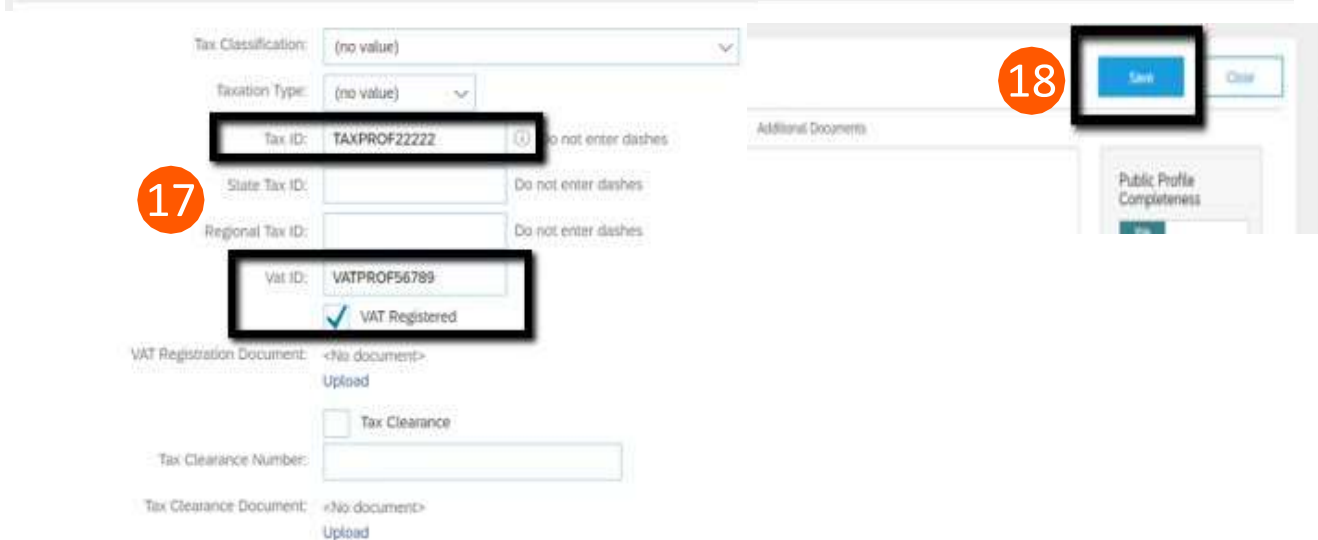
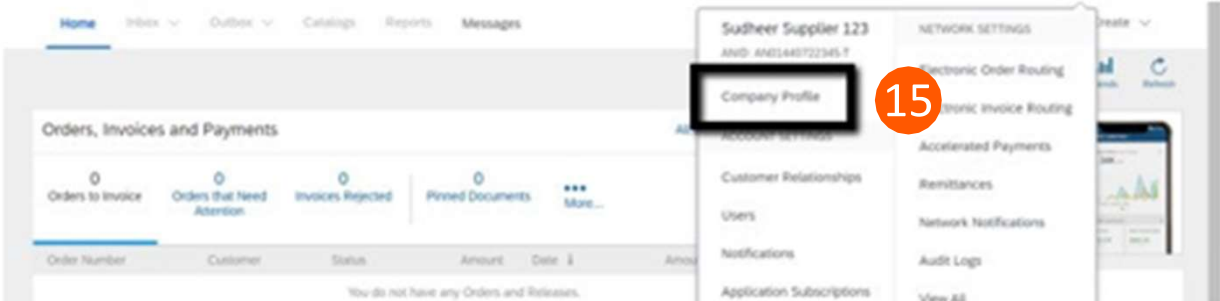
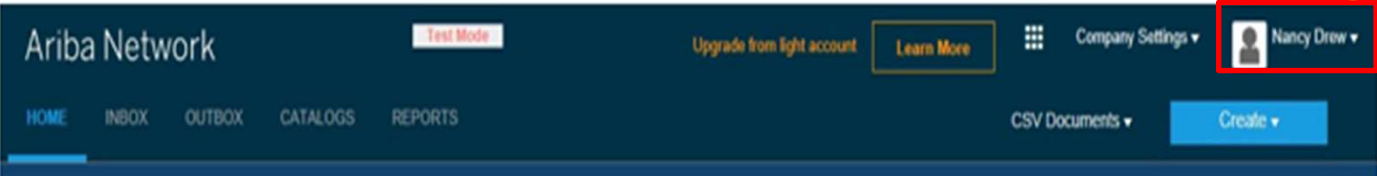
15 Select **Company Profile**

16 Go to **Business** Tab

17 Navigate to the Tax Information Section and complete details

- **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, copy VAT ID from TAX ID Field above and paste. Tick the Vat registered box

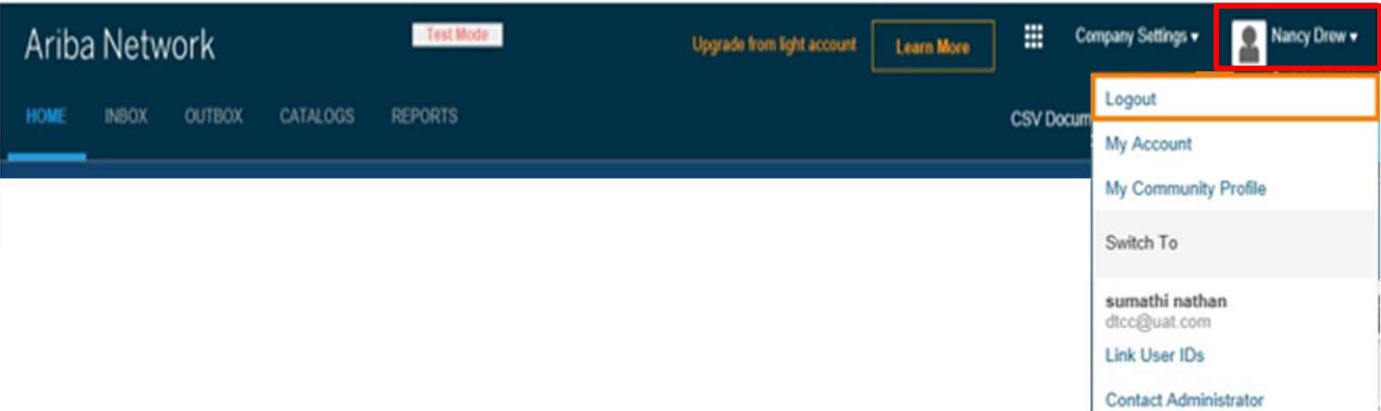
18 Save Profile





# Ariba Light Account : How to Upload PO Invoice

19 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 einvoice 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 any questions regarding this process, please contact the [Accounts Payable Helpdesk](#).

## GETTING SUPPORT

Global impact of the COVID-19 virus is changing the dynamics of how we work and manage business as usual. Effective immediately, Business Continuity Planning (BCP) has been invoked for Accounts Payable and our third-party managed service team in India. BCP is a temporary measure to carry-out the most critical functions.

Accounts Payable is committed to ensuring invoices get paid on time; however, it is important for you to be aware of some of the most critical items below:

Accounts Payable HelpDesk:

All service inquiries must go through the [ap.queries@thomsonreuters.com](mailto:ap.queries@thomsonreuters.com).