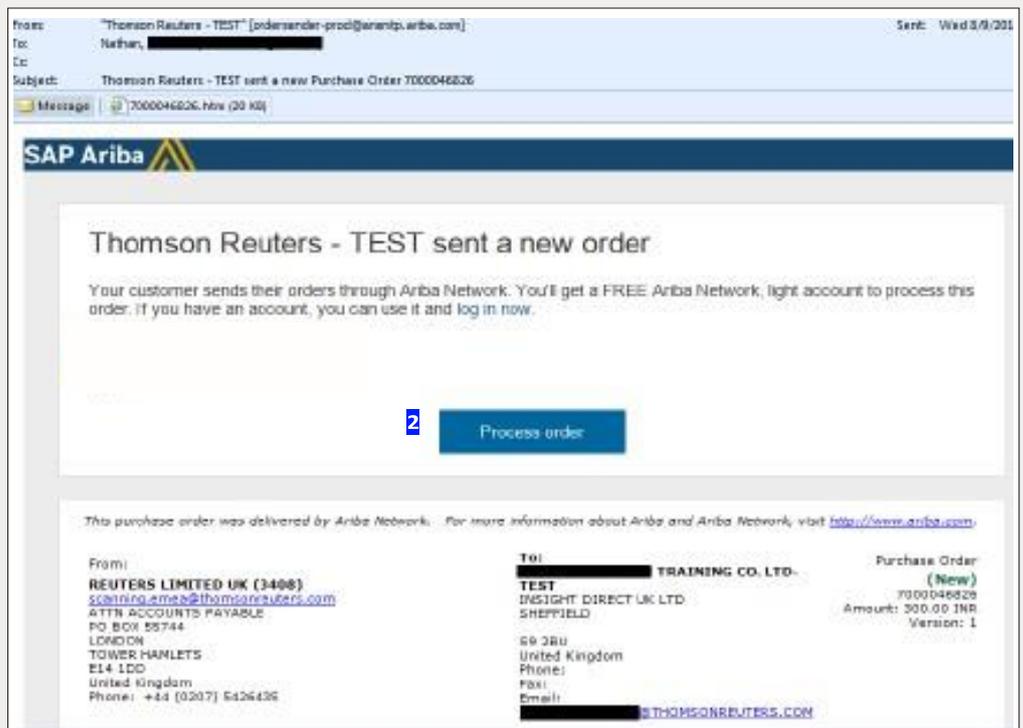


# Ariba Light Account: How to Upload PO Invoice

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).

**From:** "Thomson Reuters - TEST" [mailto:ordersender-prod@ansmtp.ariba.com]  
**Sent:** Tuesday, August 01, 2017 10:24 AM  
**To:** Thomson, Mark J (TR Technology & Ops) **1**  
**Subject:** Thomson Reuters - TEST sent a new Purchase Order 7000046748

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



The screenshot shows an email interface with the following details:

- From: Thomson Reuters - TEST [ordersender-prod@ansmtp.ariba.com]
- To: Nathan, [REDACTED]
- Subject: Thomson Reuters - TEST sent a new Purchase Order 7000046626

The email body contains the SAP Ariba logo and the text: "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." A blue button labeled "Process order" is highlighted with a red box and the number 2.

Below the main text, there is a section titled "This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <http://www.ariba.com>." This section contains a header "Purchase Order (New)" with details: "7000046626", "Amount: 300.00 INR", and "Version: 1".

The email body also includes a "From" block for REUTERS LIMITED UK (3408) and a "To" block for TRAINING CO. LTD.

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

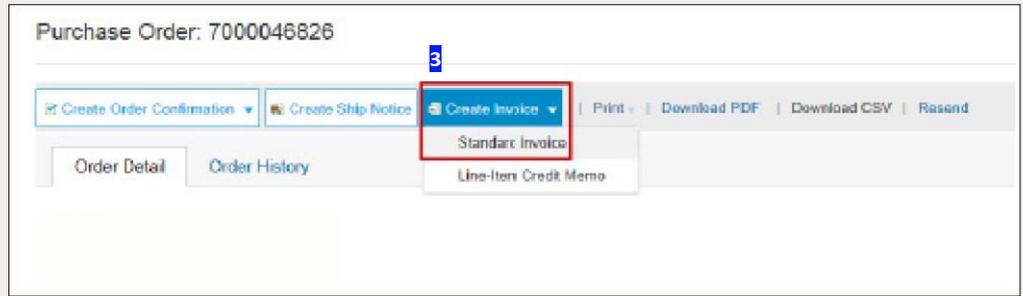
If you have an **existing** Ariba Network account with another customer, click **Log in** to process and you will be connected to the Purchase Order Page to process an invoice

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



The screenshot shows the SAP Ariba "Supplier Login" page. The header includes the SAP Ariba logo and "Orders & Invoices" with a sub-header "Powered by Ariba Network". The main heading is "Supplier Login". Below this, it states: "Your company DTCC EUROPE LTD-UAT-TEST is already registered. If you don't have a user account, request user role." There are input fields for "User Name" and "Password", and a "Login" button. At the bottom, there is a link: "Having trouble logging in?"

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



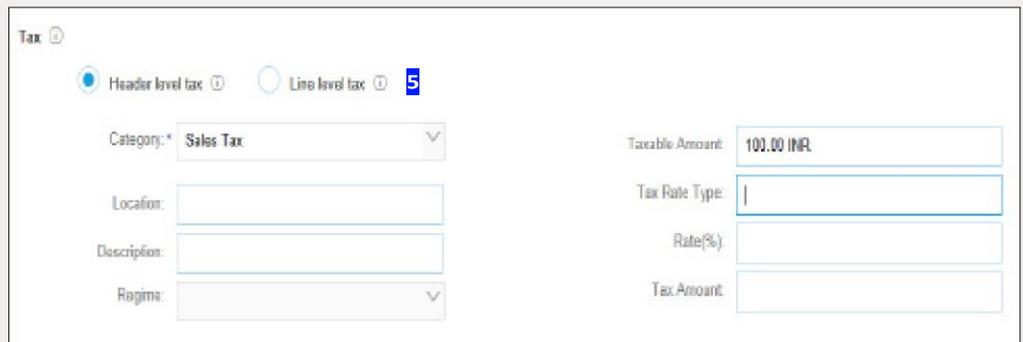
- 4 Complete the following fields in the **Invoice Header Summary** section.

- 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**

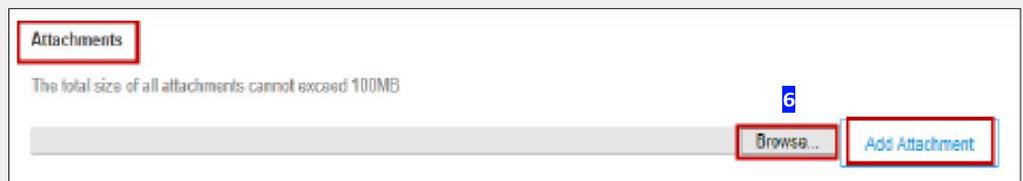
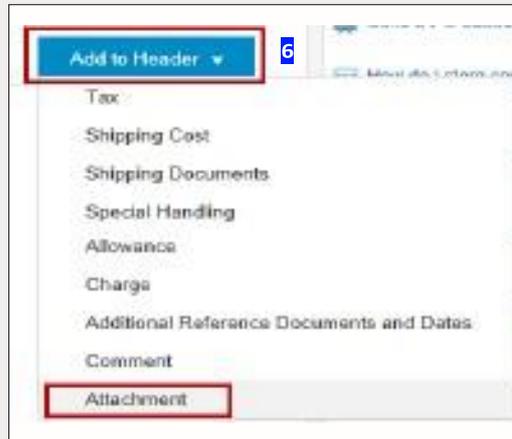
Scroll down to Add to Header (located just above Line Items). Here you can attach supporting documents.

- 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.

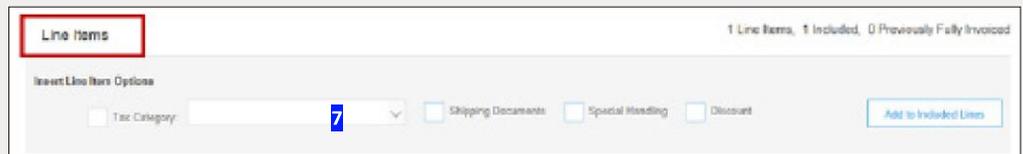
From:  To: 



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

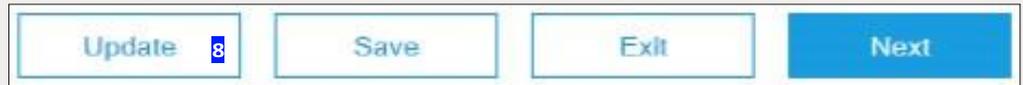
Subtotal
100.00 INR

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

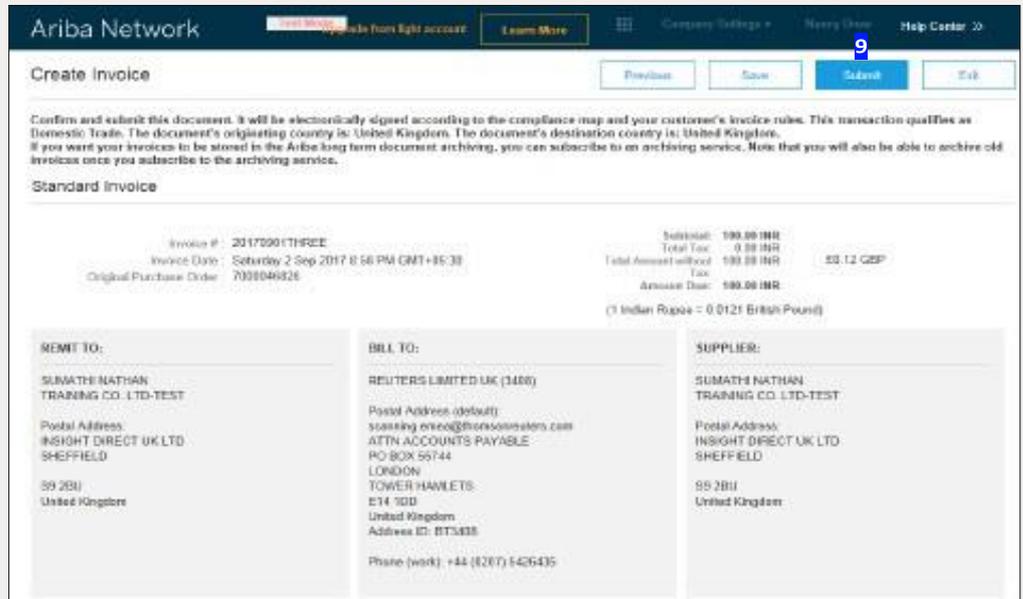
- It is very **IMPORTANT** to have the correct amount here.
- Do not use the default amount unless it is correct.

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



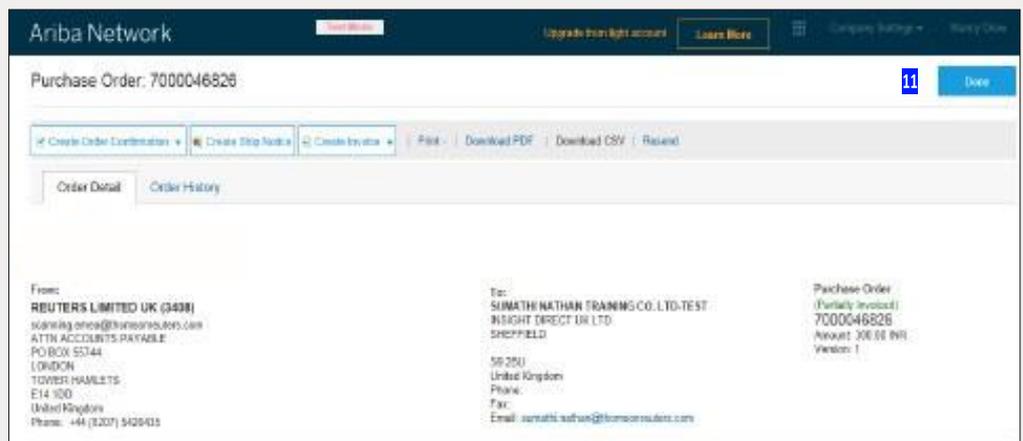
10 A confirmation will be displayed confirming your submission of the invoice.

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

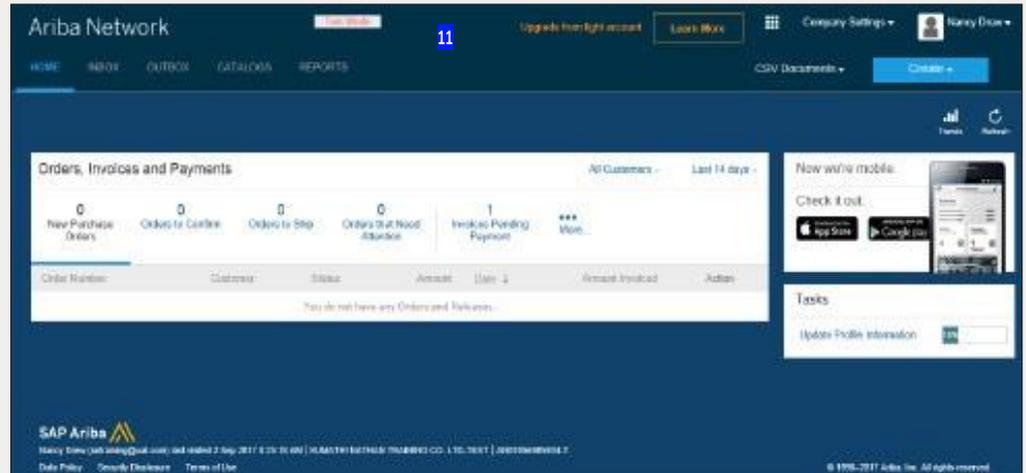


11 The system will display the Purchase Order page again (if the PO is not fully invoiced).

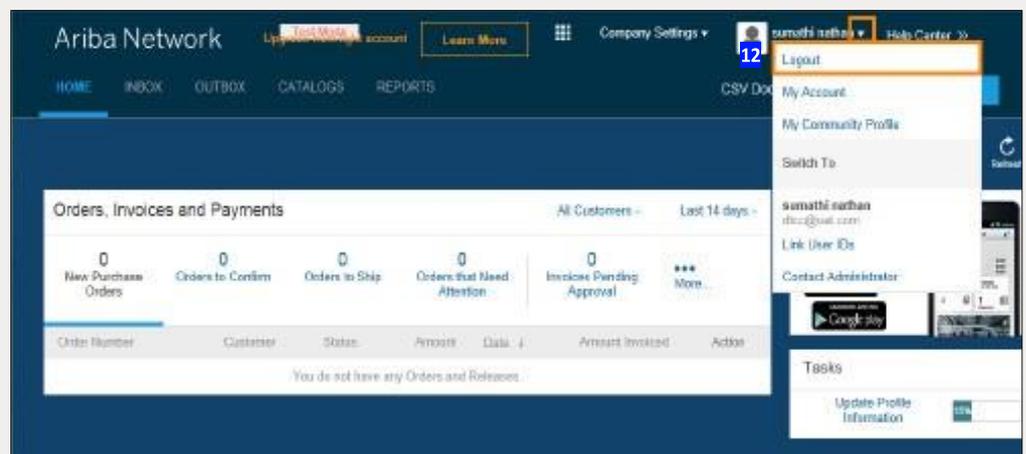
Click the **Done** button to log out of Purchase Order page. (if you do not wish to upload another invoice).



- 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 e-invoice attached for your records. Additional email notifications will be issued on the progress on your invoice through each stage of the process.

## Getting support

You may find Supplier Support Options on the [Supplier Portal FAQ Page](#). This includes the ability to create a support ticket

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