# 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





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#### 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 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:

<u>https://support.ariba.com/Help\_Center/help</u>

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#### TECHNICAL ASSISTANCE WITH THE ARIBA TOOL

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

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

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ACCOUNTS PAYABLE SPECIFIC INVOICES RELATED QUERIES - EMAIL

<u>AP.Queries@thomsonreuters.com</u>



#### Ariba: Invitation from Ariba to Supplier

Invitation: Register to become a supplier with Thomson Reuters

<s4system-prod+thomsonreuters-T.Doc2008553771@ansmtp.ariba.com>

Nagula, Manish

 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.

Register as a supplier with Thomson Reuters

Hello!

Thomson Reuters - TEST has invited you to register to become a supplier with Thomson Reuters - TEST. Start by creating an account with Ariba Network. It's free.

Thomson Reuters - TEST uses Ariba Network to manage its sourcing and procurement activities and to collaborate with suppliers. If TEST Supplier already has an account with Ariba Network, sign in with your username and password.

Click Here to create account now

Please note that, this email id from which you have received the communication is not actively monitored. Kindly refrain from using reply option for any correspondence regarding this message.

For any queries or communication regarding this email, please direct this email using the forward option with your query to <u>ap.maint@thomsonreuters.com</u>

You are receiving this email because your customer, Thomson Reuters - TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Thomson Reuters - TEST.



## **Ariba: Invitation to Supplier**



register for an Ariba Network account.



# **Ariba: Supplier Registration – Company Details**

Company information		
۱ Company Name: * Country/Region: *	TEST Supplier Costa Rica [CRI]	
Address:*	10101 Line 2	
City: * Postal Code: *	San Jose 10101	5) Please check and complete your company details. Mandatory fields are marked with an asterix.
State: *	Select V Required field	



# Ariba: Supplier Registration – User Account

User account information		
Name: *	Manish Fasteners	
Email:*	manish_nagula@accenture.com	
Username:*	Use my email as my username test-manish.nagula@accenture.com	6) Please complete the user account information
Password:*		for your username or create your own
Language:	English V	
Email orders to:*	manish.nagula@accenture.com	



## Ariba: Supplier Registration – Supplier's Business Information





## Ariba: Supplier Registration: Check Duplicate Account

r business						8) Checking	Duplicate Account
Service Categories:* Enter Product and Service	e Categories Add	-or- Browse					
Fasterer setting tools ×      Fasterer setting tools ×      Fasterer setting tools ×      Inter Ship-to or Service L      United States ×     Saint P      Tax ID: Optional      DUNS Number: Optional      Uuse envork will make parts of my (company) information access process personal deta.	Accation Here and N We have noticed that there may already be an SAP Please review before you create a new account. account. (a) society of the public based on my role within the SAP Business	Business Network account registered by your company. Review accounts Control	nt with "-T" in test		Create accou	Click or	n Review Accounts.
Review duplicate Acco We noticed that your company • You can log in the account y • Or, you can view the profile • Or, if there is no match, you • Or, you can Go back to prev	unt y may already register an SAP Business Network acco you are associated with and contact the account administrator from there an Continue Account Creation and a will progress vious page	ount, please review the match results below, t	then:				2 Review the populated matches and if — no duplicity is found then click on
Match Based On							Continue account creation.
Company Name	E-mail Address	DUN	IS No.	Tax ID	Address		
TEST Supplier	manish.nagula@accenture.com				AB 10101 San Jose San José, Costa Rica 10101		
20 search results found							
Supplier name 🕘	Country 🕀	State 😌 DUI	vs ⊕		Supplier ANID	Actions	



### **Ariba: Supplier Registration – Supplier Registration Questionnaires**



**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**

11) 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:



Additional Information						
Additional Addresses	Business	Contacts	Additional Documents			

Go to Business Tab:

Navigate to the Tax Information Section:

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:

ax Information	
Tax Classification:	(no value)
Taxation Type:	(no value) 🗸
Tax ID:	TAXPROOF1234
State Tax ID:	Do not enter dashes
Regional Tax ID:	Do not enter dashes
VAT ID:	VATPROOF1234 (i)
VAT Registration Document:	<no document=""> Upload</no>
Tax Clearance Number:	
Tax Clearance Document:	<no document=""> Upload</no>
Tax Clearance Expiry Date:	



### Ariba: Thomson Reuters requires more information

From:	aribasystem [no-reply@ansmtp.ariba.com]	Sent: Thu 06/10/2016 16:27 12) The Supplier Registration
то:	O Ariba.Test	Questionnaire may be returned
Cc: Subject:	TEST: Action Required: Resubmit your organization Speed Boats Limited profile information.	to you if there is a requirement
Your or Reuters	ganization Speed Boats Limited has been rejected by DIANE THOMAS at Thomson Reuters - TEST from Ariba Sou s - TEST has requested that you resubmit your organization profile information before your organization can be a	urcing. Thomson obtain more information from the supplier or if clarification is
See the Please p	e following details for more information: provide your VAT registration number	needed regarding any answers you have provided.
This em	nail originated from the Ariba system used by Thomson Reuters - TEST and was originally sent to: <u>Ariba.test@thor</u>	omsonreuters.com

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.





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### **Ariba: Approval or Rejection**





#### Ariba: The Supplier already has an Ariba Network Account





### How to Update your Ariba Network Profile:



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



![](_page_14_Picture_4.jpeg)

Go to Business Tab: 4

Additional Information							
Additional Addresses	Business	Contacts	Additional Documents				
* Indicates a required fie	ld						

Navigate to the Tax Information Section:

**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.

![](_page_14_Picture_10.jpeg)

#### Save the profile with updates:

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And and a second s	Public Profile Completeness	

![](_page_14_Picture_13.jpeg)