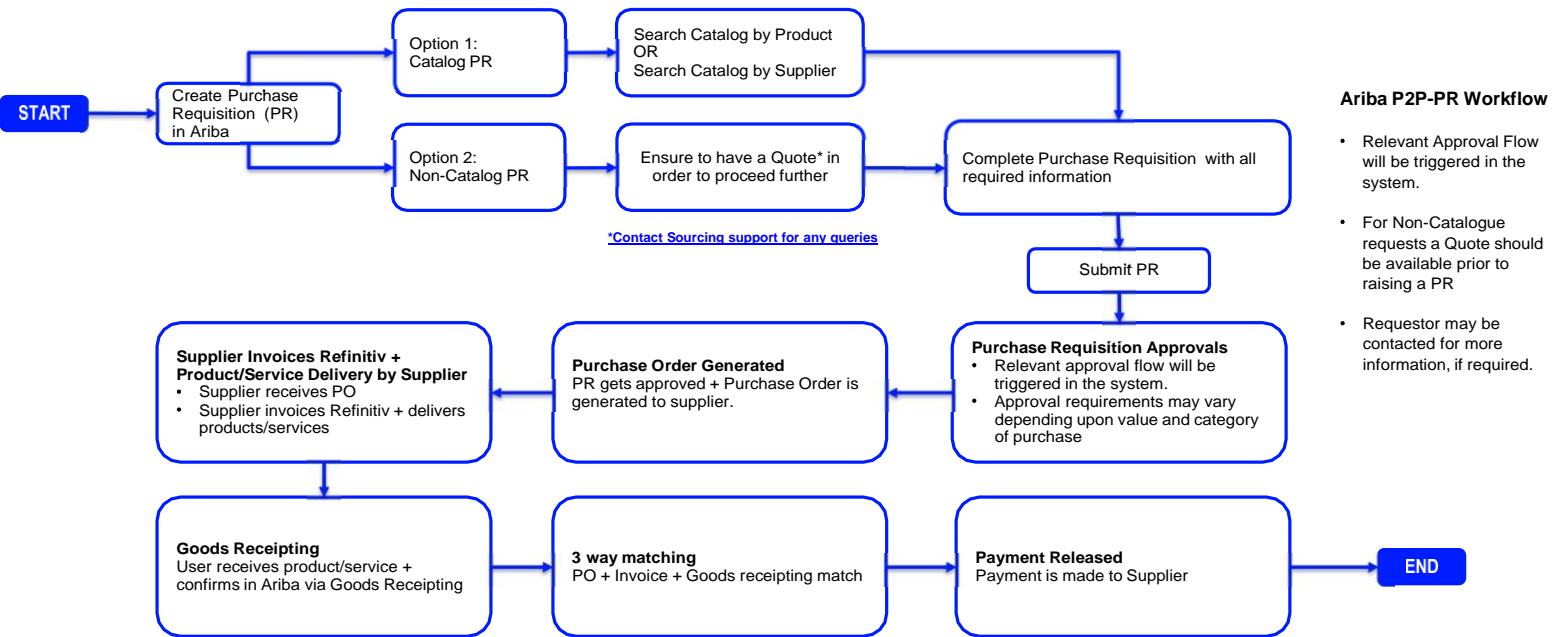


Quick Start Guide: Process View

Ariba P2P is the **approved** global tool used for ordering goods and services at Refinitiv. For all Purchase Orders Ariba P2P is the primary approved purchasing channel. All purchases made should comply with our purchasing policy and the supplier should comply with [Refinitiv Supply Chain Ethical Code](#).



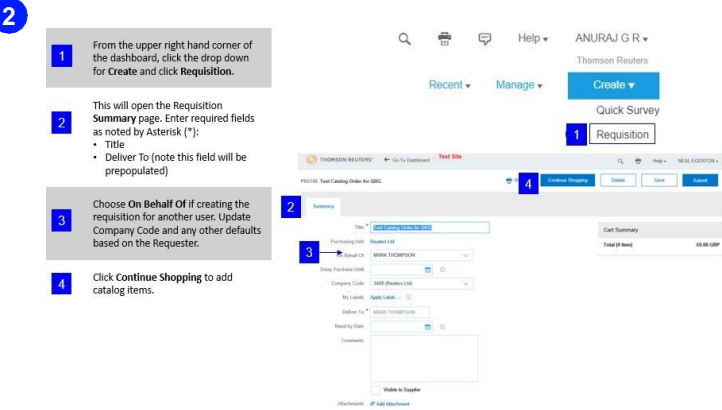
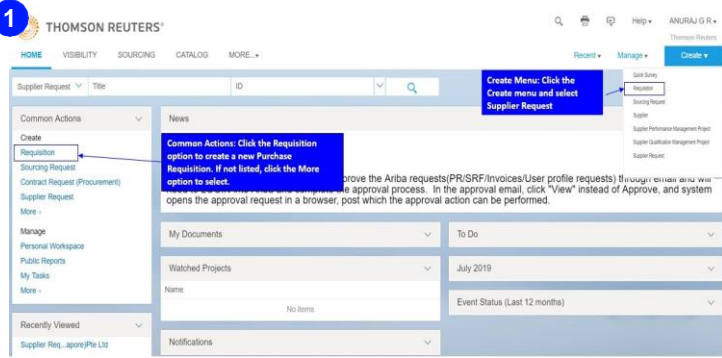
Ariba System – Navigation Quick Start

The screenshot displays the Ariba P2P System interface with several annotations explaining key navigation elements:

- Application Tabs based on permissions:** Points to the top navigation bar containing tabs like HOME, VISIBILITY, SOURCING, CATALOG, and MORE...
- Search: Search by document type or content:** Points to the search bar located below the application tabs.
- Filter the specific information you need:** Points to the filter dropdown menu in the search bar.
- Common Actions: Quick access to perform various actions:** Points to the 'Common Actions' dropdown menu on the left sidebar.
- Create Menu: List of "Create" actions to be performed:** Points to the 'Create' dropdown menu on the right sidebar.
- Recently Viewed: Quickly display recently viewed items:** Points to the 'Recently Viewed' dropdown menu on the left sidebar.

The interface also includes a top right header with user information (ANURAJ G R), a search icon, and a 'Help' link. The main content area displays a 'Welcome to Ariba Module' message and a list of 'To Do' items.

Creating Purchase Requisition by Catalog - Product



Creating Purchase Requisition by Catalog - Product



Creating Purchase Requisition by Catalog - By Supplier

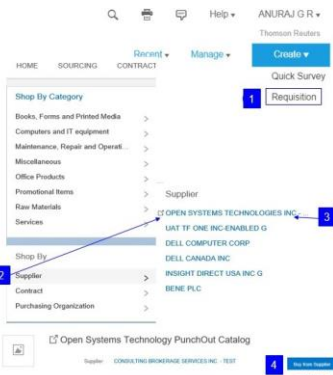
1

- From the upper right hand corner of the dashboard, click the drop down for **Create** and click **Requisition**.
This will open the Requisition Summary. Enter required fields, including On behalf of, and click Continue Shopping to add items.

- Search by **Supplier**, choosing the Punchout supplier as designated by the punch-out tool in front of the supplier's name.

- Click on the **supplier name** to get to the Buy from Supplier link.

- Click **Buy from Supplier** to punch-out.



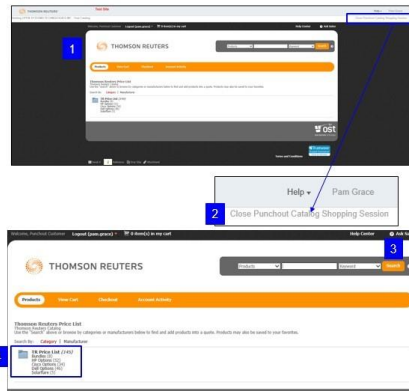
2

- Punching out will take you directly to the **Supplier website** to begin searching for the items you want to purchase.

- Note in the upper right hand corner directly beneath your name, you will see the option to **Close Punch-out Catalog Shopping Session**. If you do not find what you are looking for on the supplier's website, this link will take you back into Ariba to search for alternate goods and services.

- Begin Searching for items using the search functionality in the Search bar.

- Or Search using the **drill down** feature.
Note that searching will vary by supplier website.



Creating Purchase Requisition by Catalog - By Supplier

3

- Drill down to **search** for the item you wish to purchase.

- Select the item.

- Click **(+)** at end of line item to **Add to Cart**.

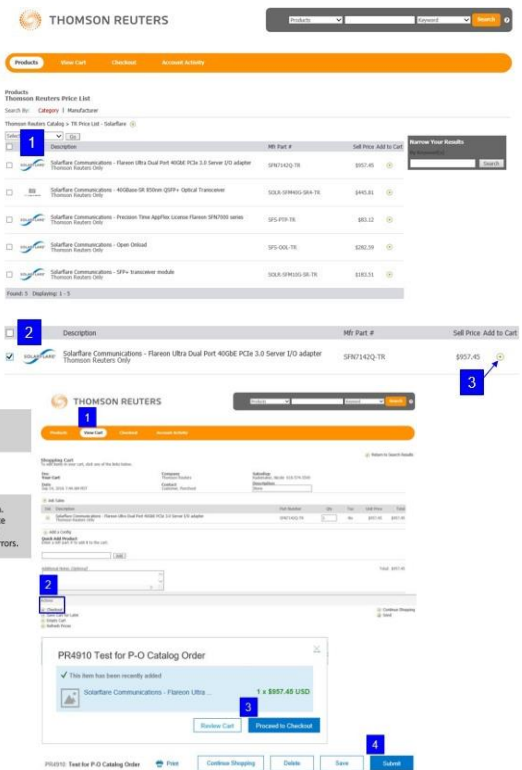
4

- View Cart.**

- Select Action Checklist**

- This will take you back into Ariba. Proceed to **Checkout** to complete your requisition by updating the accounting and correcting any errors.

- Click **Submit**.



Creating Purchase Requisition in Ariba – Non-Catalog

- 1 From the upper right hand corner of the dashboard, click the drop down for **Create** and click **Requisition**.
- 2 This will open the Requisition **Summary** page. Enter required fields as noted by Asterisk (*):
 - Title
 - Deliver To (note this field will be prepopulated)
- 3 Choose **On Behalf Of** if creating the requisition for another user. Update **Company Code** and any other defaults based on the Requester.
- 4 Click **Continue Shopping** to add catalog items.

- 2 Click **Add Non-Catalog Item**.
- 2 This will open the form to **Create Non-Catalog Item** detail. Enter all required fields as denoted by an asterisk (*):
 - Full Description of Item
 - Commodity Code (you may also select material group, which will populate commodity code, and vice-versa)
 - Account Type (defaults)
 - Enter Quantity
 - Verify/Select Unit of Measure
 - Enter Price
 - Select Vendor (if known)
 - Need by Date
- 3 Click **Add to Cart**.
- 4 Click **Proceed to Checkout** and review the cart and make updates. Note that a requisition could contain both catalog and non-catalog items.

Creating Purchase Requisition in Ariba – Non-Catalog

- 3 Once on the **summary** page, review the **approval flow** for errors/missing information. If any errors are presented, make necessary changes to submit your requisition. If there are no errors, skip to step 4 and Submit the requisition.
- 2 Select the **line item** in error and choose **Actions Edit** to open the line item detail. Make necessary updates.
- 3 Choose options and click **OK**.
- 4 Click **Submit** (if you do not want to add additional items to the requisition). Note to add items click **Continue Shopping** and follow steps to add additional items (Add Non-Catalog items or items from the Catalog).

Approval - Workflow

Approval workflow may vary depending on the nature of the purchase (category), spend value and region. You may check your specific approval flow in your request.



Goods Receipting - Receiving an Order

- To find the requisition to be received, under **Manage** click **Receive**. This can be found from the upper right hand corner of the screen or under common actions.
- This will open **Receiving Steps** allowing you to search for your order.
- Use the drop down to **choose** which ID you want to search by:
 - Order ID
 - Requisition ID
 - Receipt ID
 - Contract ID
- Enter the ID and click **Search**.

Goods Receipting — Receiving an Order - Full Receipt

- To receive the entire quantity/amount on the order, click **Accept All**.
- Review the **Total Received**.
- Click **Submit**.
- You will see confirmation that **Receiving** has been **Done** and will have the options:
 - Select another order to receive
 - Go back to the home page

Goods Receipting - Receiving an Order - Partial Receipt

- To enter a partial receipt, enter the quantity/amount on the line item under the **Accepted** column. Note the date received defaults to the current day.
- Click **Next**.
- This will bring you to the **Summary** page.
- Review the **Total Received**.
- Click **Submit**.
- You will see confirmation that **Receiving** has been **Done** and will have the options:
 - Continue receiving
 - Select another order to receive
 - Go back to the Home page
- Receiving - Done

Change Accounting Details and Ship To Address

- If you start the request from the **Home** page by clicking the **Create** button and selecting **Requisition**, you will be able to edit the **Company Code** field in the **Summary** tab.
- After adding your line items to your cart, click **Proceed to Checkout**.
- Scroll down to the line items and select one or more lines to view and edit.
- Click the **Actions** button and select **Edit**.
- To change any of the available fields, click the dropdown menu and select **Search More**.
- Search for the data you need to enter and select it. When done making changes, click the **Next** button. If you made changes, also click the **Done** button.

Edit or Withdraw a PR in Ariba

1

Find the requisition to be edited using the Search functionality (for more information refer to the Quick Reference Guide on Searching).

2

Search results will appear at the bottom of the screen.

3

Select the requisition you wish to edit by clicking on the PR ID#.

4

Note: You can Edit a requisition that is in composing status. You can Edit or Withdraw a requisition that is in submitted status. Confirm Edit by clicking the OK.

5

The Summary page will open allowing you to make any necessary changes to the requisition. You will be able to edit any fields that are open for editing. Click submit when all changes are completed.

PR4902 - Test for Edit for ORG

Status: Composing

Buttons: Delete, Copy, Edit, Submit, Print

Buttons: Cancel, OK

Buttons: Cancel, OK

Return an Ariba P0 Invoice to Accounts Payable

1

Log into Ariba and navigate to your To Do list. Locate the related Invoice Reconciliation document and click Reconcile under the Required Action column to open the request.

2

The request is opened in edit mode and the Exceptions tab is displayed.

3

Click the Refer button. Click the dropdown arrow at the right of the Refer to field to perform a search.

4

Click Search more. *For future requests, simply select Invoice Referral Specialist from the recent history list shown here.

In the Name field, enter "Invoice Referral Specialist" and click Search. Enter comments including the specific reason why you are returning the invoice.

Do NOT select the Visible to Supplier checkbox here.

Click either of the Submit buttons.

Buttons: Cancel, OK

Buttons: Cancel, OK

Buttons: Cancel, OK

Invoice Reconciliation from Email and To-Do List

1

Open the Email, instructions are outlined in the email body

2

Total Amount of invoice - may include VAT/TAX if applicable

3

Click on the view button. Click the PO button and then click on the receive button.

4

If goods and services have been received enter the quantity or amount on the line item under the Accepted column and click submit

Buttons: Cancel, OK

Buttons: Cancel, OK

Buttons: Cancel, OK

1

Log into Ariba and navigate to your To Do list. Locate the related Invoice Reconciliation document and click Reconcile under the Required Action column to open the request.

2

The request is opened in edit mode and the Exceptions tab is displayed.

3

Click the Purchase Order Number button.

4

If goods and services have been received enter the quantity/amount on the line item under the Accepted column. Note the date received defaults to the current day. Click Submit

Buttons: Cancel, OK

Buttons: Cancel, OK

Buttons: Cancel, OK

Approving PR via Ariba Tool

- 1 You can approve a requisition directly within the SAP Ariba application from the To Do documents.
- 2 Locate the requisition to approve. Click the requisition ID to open for review and approval.
- 3 After reviewing the requisition, click **Approve**. This will open a dialog box to enter comments.
- 4 Please enter **Comments** as needed for approvals.
- 5 Click **OK**.

Note to **Deny** a requisition, follow steps 1-5; however, click **Deny**. Please enter **Comments** when denying a requisition providing the reason for denial.

Approving PR via Email

Do not click the "Approve" link on any Ariba approval emails that you receive or it will cancel the request. Instead, you should click "View", which will bring you into the Ariba system where you can then click 'Approve' directly in the system.

The Request Approval issue using email will continue until Refinitiv has their own Ariba instance.

Approving PR via Mobile

- 1 Approval from the **Mobile App** starts with the tiles that show the items requiring approval. Click the **To Approve** tile to open the list of requisitions.
- 2 Click the requisition you want to open.
- 3 View the detail and Click **Approve** or **Deny**.

Delegate Approval/Proxy

If someone is out of the office and did not create a delegate, how can I get my request approved? Contact My Help Desk. Ensure you have the email approval from the person (who is out of the office) or from his/her manager.

Does all suppliers need to be on **Ariba Network** to transact with Refinitiv?

If the transactions require a purchase order, or if the suppliers are hosting purchasing catalog for us, then they do have to be on the Ariba Network. Once a supplier has been on-boarded they can register for the no fee Ariba Light Account offering.

Situations where the suppliers do not need to be on Ariba network

The Ariba Network is a primary approved purchasing channel for Refinitiv. In addition to Ariba, there are other alternative payment methods based on the type of goods/ services we procure including American Express Card Solutions and Field glass. Please contact your Global Sourcing Contact or business partner to learn more.

Purchase order terms and conditions of purchase

The terms and conditions governing Refinitiv purchase orders are based on the country where the Refinitiv company is located, as identified in the purchase order. If the supplier process Refinitiv Data provided by or on behalf of Refinitiv, the Privacy Exhibit to the Purchase Order Terms and Conditions applies to the provision of products and services. Privacy terms contained within a signed agreement between the suppliers and Refinitiv take precedence over the terms of the Privacy Exhibit to the extent they conflict with the Privacy Exhibit.

Please note that the Refinitiv standard payment terms are 60 days from the date of the invoice submitted to the Account Payables team.

Support

Find your Global Sourcing Partner [here](#)

Relevant supplier support and materials can be found on the [Refinitiv Supplier Portal](#).

Using Ariba- [For Active Ariba Supplier Listing](#)