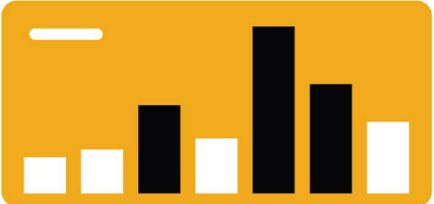
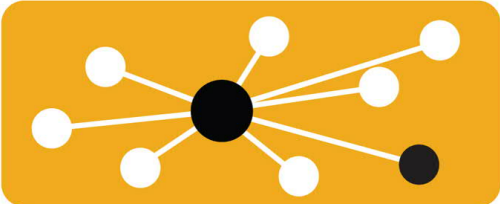
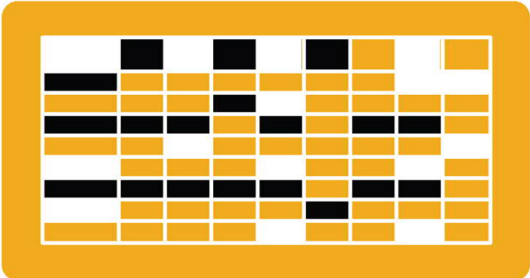


# Ariba® Network Supplier Guide



SAP Ariba 

**Nouryon**

Get Started 

# Nouryon's Project Notification Letter

February 18, 2019

Subject: **Nouryon's Global Procurement Introduces SAP Ariba**

Dear valued supplier,

Nouryon (formerly AkzoNobel Specialty Chemicals) has been a standalone company since October 2018. As a focused chemicals company, we will concentrate our efforts and resources to accelerate profitable growth in partnership with you.

This presents a great opportunity to participate in our success for those who choose to engage with us as suppliers. There will also be a more rigorously applied accountability for suppliers to help us reduce cost and manage our working capital

Nouryon is improving its purchasing processes by adopting the leading cloud procurement solution SAP Ariba.

**By using the SAP Ariba Network, Nouryon will achieve:**

- Increased control over spend in indirect goods and services
- Operational efficiency and automated document processing
- Compliance to purchasing guidelines
- Customer satisfaction

**The solution will also bring key advantages to you, including:**

- On-line visibility
- Fast and secure order reception
- Possibility of publishing online catalogs and significantly decreasing order errors
- Option to fully integrate your SAP Ariba account with most common ERP systems
- Access to the world's largest business e-commerce network so you can transact electronically with your other customers that use SAP Ariba Network

Starting **July 1<sup>st</sup>, 2019** Nouryon businesses will issue purchase orders to your organization via the SAP Ariba Network. If your organization doesn't have an SAP Ariba account yet, then to do business with Nouryon in the future, you are required to join the SAP Ariba Network and learn how to retrieve your orders online. This means that you must be registered to SAP Ariba by **April 2<sup>nd</sup>, 2019**.

Nouryon and SAP Ariba have invested in a dedicated team of specialists who will soon contact you to get the registration and integration process started.

# Nouryon's Project Notification Letter

Procurement

**Nouryon**

In the meantime, we would like to request the following from you:

- Register for the free WebEx briefing using the link corresponding to your preferred time below:

[Tuesday, March 5<sup>th</sup> 2019, at 10 AM Central European Time](#)

[Tuesday, March 5<sup>th</sup> 2019, at 3 PM Central European Time](#)

- Fill in the questionnaire attached and send it back to us by Monday February 25<sup>th</sup>, 2019. This is crucial to be able to have a smooth transition. Your Nouryon contact person will reach out to you next week.

In case we need to contact somebody else within your organization or if you have any questions before the briefing session, please do not hesitate to contact the project team by email: [supplier.enablement@nouryon.com](mailto:supplier.enablement@nouryon.com).

We look forward to working with you to deliver this major improvement and strengthen our partnership.

Yours Sincerely,



Wouter Hut  
Chief Procurement Officer  
Nouryon



## Using This Guide

The purpose of this guide is to help suppliers understand the business processes required by Nouryon.

You may navigate this guide by:

- Clicking the buttons in the toolbar
- Clicking the hyperlinks on the pages – Hyperlinks may be words or shapes within the graphics
- Using the bookmark panel to the left

This button will take you back to the previous page

This button will take you to the next step



This button will return you to the beginning of the section, or skip back between sections

The HOME button will return you to the Guide Contents page

If you need additional help, you will find a help button at the bottom of each page that will assist you in finding the appropriate support contact.

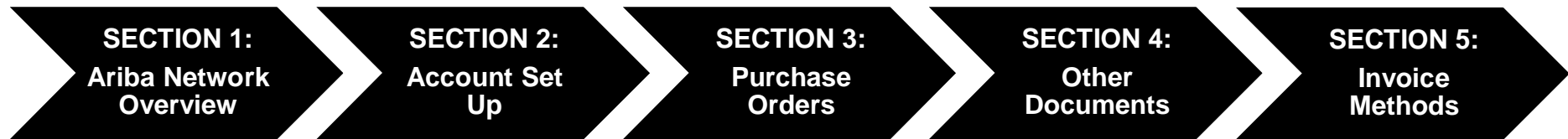
Tabs in the lower left corner link out to our Community Support pages. Look for these to answer your most common questions.





# HOME – Table of Contents

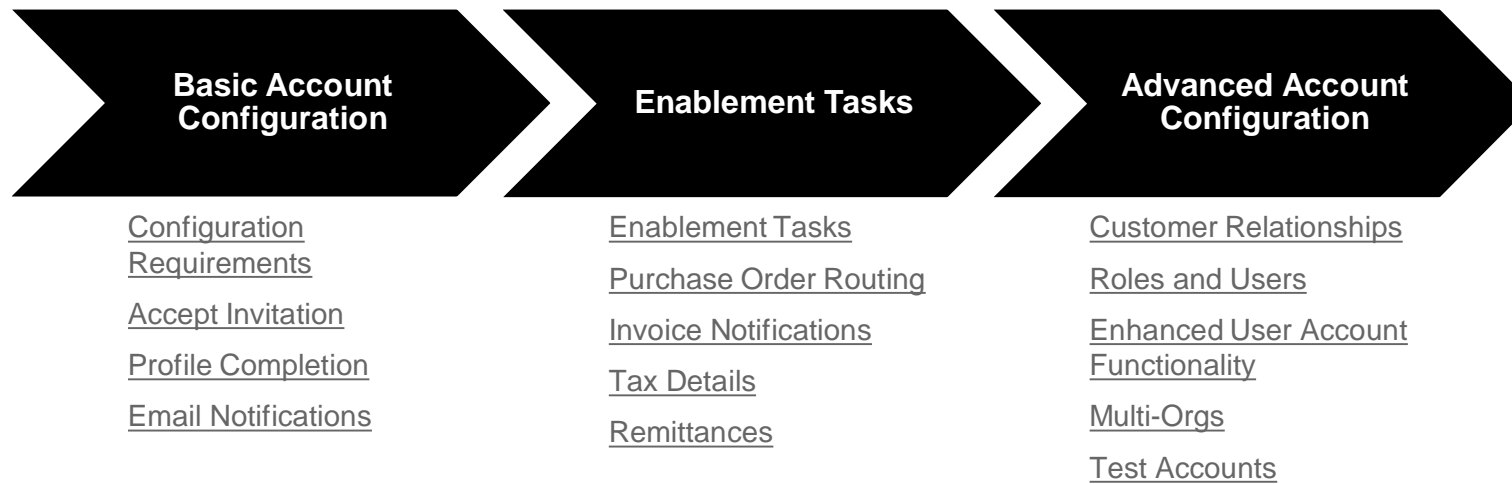
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Regional Considerations



## SECTION 2: Set Up Your Account





# Nouryon Specific Account Configuration

- **VAT ID / TAX ID** – select Company Settings in the top right corner, go to Company Profile and select tab Business. In the section Financial Information enter your Vat ID / Tax ID.
- **Remittance Address** – select Company Settings in the top right corner and go to Remittances. In the EFT/Check Remittances section select Create and complete all required fields marked by an asterisk.
- **Payment Methods** – select Company Settings in the top right corner and go to Remittances. In the EFT/Check Remittances section select Create/Edit. In the Payment methods section choose one of the following options: ACH, Check, Credit card or Wire. Complete the details. The Remittance ID will be communicated to you by your buyer.
- **Test Account Creation (testing is required for integrated and catalog suppliers)** – To create a test account, select your name in top right corner and choose “Switch to Test ID.”
- **Currency** – The currency that Ariba Network uses in the service subscription area of your account is controlled by your organization’s location, which you specify in User Account Navigator > My Account > Preferences.

# Accept Your Invitation

The invitation is also referred to as the **Trading Relationship Request**, or TRR. This e-mail contains information about transacting electronically with your customer.

➔ **Click** the link in the emailed letter to proceed to the landing page.

**Nouryon**

To *Acme Supplier*,

**Message from Nouryon**  
Nouryon has migrated to the Ariba® Network platform for electronic transaction processing. As part of this migration, Nouryon encourages you to continue your trading relationship with them using the Ariba Network. You can either create a new account or use a pre-existing account to establish the trading relationship with Nouryon.

To begin transacting on the Ariba Network, all you need is an Internet browser. For other instructions, see the **ACTION REQUIRED** section in this message.

**WHAT IS THE ARIBA NETWORK?**  
Ariba, an SAP company, offers solutions and services that enable you to easily share information and business processes with your customers through the Ariba Network, such as:

- Accelerate the sales cycle and lower the cost of sales
- Find new customers who are actively looking for what you sell
- Drive more business with current customer

**ARE THERE FEES ASSOCIATED WITH THIS SERVICE?**  
There are no fees to register. However, depending on how much you use your Ariba Network account to do business with your customers, fees may apply. Learn more about fees by clicking on this link:  
<http://www.ariba.com/supplier/subscriptions-and-pricing/>

**Message from the Ariba Network**  
**ACTION REQUIRED**  
➔ **Accept your customer's trading relationship request**  
(Please click the link above whether or not you have an existing account on the Ariba Network.)

If this invitation did not reach the appropriate person in your company, please forward as needed.

**HAVE ANY MORE QUESTIONS?**

- For instructions and online demonstrations provided by your customer, visit the [Supplier Information Portal](#).
- For general questions about the Ariba Network, visit [Ariba Answers](#).

Sincerely,  
The Ariba Network Team  
<http://www.ariba.com>





# Select One...

First Time User

Existing User

Ariba Network Help Center >>

Welcome to Ariba® Network

SMO Buyer has invited you to join Ariba Network.

### New User

Are you new to the Ariba Network? If you do not have an account and would like to participate, click **Register Now**. By signing up with the Ariba Network, you will establish a trading relationship with your requesting customer. Your new account will also be visible to other buying organizations on the Ariba Network.

[Register Now](#)

[I have further questions for my requesting customer](#)

### Existing User

If you already have an Ariba Commerce Cloud or Ariba Discovery account, enter your existing username and password and click **Confirm** to log in to the Ariba Network.

Username:

Password:

[Forgot Password?](#)

When you confirm your existing username and password, Ariba will send a notification to your requesting customer, informing them that you already have an Ariba Network account and that you have accepted their trading relationship request.



# Register as New User

1. Click **Register Now**.
2. Enter Company Information fields marked required with an asterisk (\*) including:
  - **Company Name**
  - **Country**
  - **Address**
3. Enter User Account information marked required with an asterisk (\*) including:
  - **Name**
  - **Email Address**
  - **Username (if not the same as email address)**
  - **Password**
4. Accept the **Terms of Use** by checking the box.
5. Click **Register** to proceed to your home screen.

The screenshot shows the 'New User' registration page on the Ariba Network. The page is titled 'Ariba Network' and 'Register'. A blue 'Register Now' button is highlighted with a yellow circle '1'. Below it, a text box explains the registration process. The form is divided into two main sections: 'Company information' and 'User account information'. The 'Company information' section includes fields for 'Company Name\*', 'Country\*' (set to 'United States [USA]'), 'Address\*' (with three lines), 'City\*', 'State\*' (set to 'Alabama'), and 'Zip\*'. The 'User account information' section includes fields for 'Name\*' (split into 'First Name' and 'Last Name'), 'Email\*', 'Username\*', 'Password\*' (with a 'Repeat Password' field), and 'Language' (set to 'English'). A checkbox 'Use my email as my username' is checked. A 'Register' button is highlighted with a yellow circle '5'. At the bottom, a checkbox 'I have read and agree to the Terms of Use and the Ariba Privacy Statement' is highlighted with a yellow circle '4'. A 'Cancel' button is also visible.

# Accept Relationship as Existing User

- ➔ **Log in** using your current Ariba username and password in order to accept the relationship with your customer.

## Existing User

If you already have an Ariba Commerce Cloud or Ariba Discovery account, enter your existing username and password and click **Confirm** to log in to the Ariba Network.

Username:

Password:  [Forgot Password?](#)

When you confirm your existing username and password, Ariba will send a notification to your requesting customer, informing them that you already have an Ariba Network account and that you have accepted their trading relationship request.

[Trouble Logging In?](#)

[More Than One Account?](#)

# Complete Your Profile

1. **Select** Company Profile from the Company Settings dropdown menu.
2. **Complete** all suggested fields within the tabs to best represent your company.
3. **Fill the Public Profile** Completeness meter to 100% by filling in the information listed below it.
4. **Upload your logo** to appear with your company description. Logos must be a .gif file.
5. **Enter a full company description** that gives buying organizations a more complete view of your company.
6. **Ship-to or Service Locations** required. Enter the locations that your company ships to or serves.

**Note:** The more complete a profile, the higher the likelihood of increasing business with existing and prospective customers.

The screenshot shows the 'Company Profile' configuration page in the Ariba Network. The page is divided into several sections: Overview, Address, and a right-hand sidebar. The 'Overview' section contains fields for Company Name, Other names, NetworkId, Short Description, Website, and Public Profile. The 'Address' section contains fields for Address 1-3, City, State, Zip, and Country. The right sidebar includes a 'Public Profile Completeness' meter at 36%, a list of profile elements (Short Description, Website, Annual Revenue, Certifications, D-U-N-S Number, Business Type, Industries, Company Description, Company Logo), and a 'Share Your Public Profile' section with a 'Find us on Ariba Network' button. A 'Company Settings' dropdown menu is visible at the top left, with 'Company Profile' highlighted. A 'Ship-to or Service Locations' section is also visible at the top right.

# Configure Your Email Notifications

The Network Notifications section indicates which system notifications you would like to receive and allows you to designate which email addresses you would like to send them to.

1. **Click** on Notifications under Company Settings.
2. **Network Notifications** can be accessed from here as well, or you may switch to the Network tab when in Notifications.
3. **You can enter** up to 3 email addresses per notification type. You must separate each address with a comma but include **NO** spaces between the emails.

The screenshot displays the 'Account Settings' page for 'jUnitOrg - LV8b8ft...' with ANID: AN02003380348. The 'Notifications' tab is active, and the 'Network' sub-tab is selected. A table titled 'Electronic Order Routing' lists notification types and their corresponding 'Send notifications when...' options. A dropdown menu is open, showing navigation options: 'Notifications' (1), 'Account Hierarchy' (2), and 'Network Settings'. The 'To email addresses (one req)' field for the 'Order' notification type is highlighted with a red circle (3) and contains the email address 'junk@phoenix.ariba.com'.

# Configure Your Enablement Tasks

1. **From** home screen, select the Enablement Tab.
2. **Click** on the Enablement Tasks are pending link.
3. **Select** necessary pending tasks for completion.

**Note:** There may be times you see a pending task for your customer. This will not go away until your customer completes it.

**Tasks**

2

1 Enablement Tasks are pending

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Update Profile Information 85%

**Enablement Tasks**

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View details of all pending tasks and complete them. Click the associated link to complete a task.

Activity Name	Date Due	Total Tasks	My Pending Tasks
▶ Account	26 Feb 2016	4	0
▶ Purchase Order	1 Apr 2016	2	0

# Select Electronic Order Routing Method

1. **Click** on the Tasks link to configure your account.
2. (optional) If you choose for integration, click on **Configure Ariba Cloud Integration Gateway**
3. If you are using the online portal, **choose** one of the following routing methods:
  - **Online (Default):** Orders are received within your AN account, but notifications are not sent out.
  - **Email (Recommended):** Email notifications are sent out, and can include a copy of the PO, when orders are received within your AN Account.
4. **Configure** e-mail notifications.

Save Close

Electronic Order Routing    Electronic Invoice Routing    Accelerated Payments    Settlement

\* Indicates a required field

Capabilities Preferences

External System Integration

Configure cXML (native) integration

Configure Ariba Cloud Integration Gateway (non-native integration) 2

Non-Catalog Orders with Part Numbers

Process non-catalog orders as catalog orders if part numbers are entered manually

New Orders

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email <span style="border: 1px solid #ccc; padding: 2px;">▼</span>	Email address: <input style="width: 100%;" type="text" value="someone@company.com"/> ⓘ <input type="checkbox"/> Attach cXML document in the email message <input checked="" type="checkbox"/> Include document in the email message <input type="checkbox"/> Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog"

# Select Electronic Order Routing Method

## Notifications

5. **Select** “Same as new catalog orders without attachments” for Change Orders and Other Document Types to automatically have the settings duplicated or you may set according to your preference.
6. **Specify** a method and a user for sending Order Response Documents (Confirmations and Ship Notices).

Change/Cancel Orders	
Document Type	Routing Method
Catalog Orders without Attachments	5 Same as new catalog orders without attachments
Catalog Orders with Attachments	Same as new catalog orders without attachments
Non-Catalog Orders without Attachments	Same as new catalog orders without attachments
Non-Catalog Orders with Attachments	Same as new catalog orders without attachments
Other Document Types	
Document Type	Routing Method
Blanket Purchase Orders	Same as new catalog orders without attachments
Time Sheets	Online
Order Status Request	6 Online
Order Response Documents	Online
Notifications	
Type	Send notifications when...
Order	<input checked="" type="checkbox"/> Send a notification when orders are undeliverable. <input type="checkbox"/> Send a notification when a new collaboration request against an existing order is received.
Purchase Order Inquiry	<input type="checkbox"/> Send a notification when purchase order inquiries are received. <input type="checkbox"/> Send a notification when purchase order inquiries are undeliverable.
Time Sheet	<input type="checkbox"/> Send a notification when time sheets are undeliverable.



# Select Electronic Invoice Routing Method

## Methods and Tax Details

1. **Select** Electronic Invoice Routing.
2. **Choose** one of the following methods for Electronic Invoice Routing: Online, cXML, EDI. It is recommended to configure Notifications to email (the same way as in Order Routing).
3. **Click** on Tax Invoicing for Tax Information and Archiving sub-tab to enter Tax Id, VAT Id and other supporting data.

The screenshot shows the SAP S/4HANA configuration interface for Electronic Invoice Routing. The main content area is divided into three tabs: 'Electronic Order Routing', 'Electronic Invoice Routing', and 'Accelerated Payments'. The 'Electronic Invoice Routing' tab is active, and the 'Tax Invoicing and Archiving' sub-tab is selected, indicated by a yellow circle '3'. Below the sub-tab, there are sections for 'Capabilities & Preferences', 'Sending Method', and 'Document Type'. The 'Routing Method' dropdown menu is open, showing 'Online' selected, with a yellow circle '2' next to it. Below this, there are fields for 'Tax Classification', including 'Taxation Type', 'Tax Id', 'State Tax Id', 'Regional Tax Id', and 'Vat Id'. A yellow circle '3' is next to the 'Tax Id' field. At the bottom right, the 'Company Settings' sidebar is visible, with 'Electronic Invoice Routing' selected, indicated by a yellow circle '1'. The sidebar also shows other settings like 'Company Profile', 'Service Subscriptions', 'Account Settings', 'Customer Relationships', 'Users', 'Notifications', 'Account Hierarchy', 'View All', 'Network Settings', and 'Accelerated Payments'.

# Configure Your Remittance Information

1. From the **Company Settings** dropdown menu, select click on **Remittances**.
2. **Click** Create to create new company remittance information, or Edit, if you need to change existing information.
3. **Complete** all required fields marked by an asterisk in the EFT/Check Remittances section.
4. **Select** one of your Remittance Addresses as a default if you have more than one. If needed, assign **Remittance IDs** for this address for each of your customers. Clients may ask you to assign IDs to your addresses so they can refer to the addresses uniquely. Each client can assign different IDs.

The screenshot shows the SAP interface for configuring remittance information. It is divided into two main sections:

- Network Settings:** This section has tabs for 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', and 'Settlement'. Under the 'Settlement' tab, there is a section for 'EFT/Check Remittances' with a table containing columns for 'Address', 'City', and 'State'. Below the table are 'Edit', 'Delete', and 'Create' buttons. A yellow circle with the number '2' highlights the 'Create' button.
- Create Remittance Address / Payment Info:** This section contains instructions and a form. A note states: 'Do not enter personal bank account information. Enter only corporate bank details.' Below this, a list of fields for 'Remittance Address' is shown: 'Address 1:\*', 'Address 2:', 'Address 3:', 'Address 4:', 'City:\*', 'State:', 'Postal Code:\*', and 'Country:\*' (pre-filled with 'United Kingdom [GBR]'). A 'Contact' dropdown menu is set to 'Select contact'. A checkbox for 'Make this address default' is at the bottom. A yellow circle with the number '3' highlights the 'Address 1' field, and a yellow circle with the number '4' highlights the 'Make this address default' checkbox.

On the right side, a 'Company Settings' sidebar is visible, listing various settings. A yellow circle with the number '1' highlights the 'Remittances' link in this sidebar.

# Configure Your Remittance Information

## Payment Methods

- Select** Preferred Payment Method from a drop-down box: Check, Credit card or Wire.
- Complete** the details for ACH or Wire transfers.
- Select** if you do or do not accept credit cards and click OK when finished.

**Note:** This does not change the method of payment from your customer, unless specified.

Payment Methods

Preferred Payment Method: Select method 1

ACH 2

Account Name:

Account #:

Confirm Account #:

Account Type:

ABA:  US Bank Only

Confirm ABA:  US Bank Only

Bank Name:

Select method

- ACH
- Check
- Credit Card
- Wire
- Cash
- AribaPay
- Credit Transfer
- Direct Deposit
- Others

WIRE TRANSFER

Beneficiary Bank 2

Account Name:

Account #:

Confirm Account #:

Account Type: Select account type

Select bank id  :

Confirm Bank Id:

Bank Name:

Branch Name:

Address 1:

Address 2:

Address 3:

City:

State: (no value)

Zip:

Country: (no value)

Country:  Area:  Number:

Bank Phone: USA 1

Corresponding Bank

Account Name:

Account #:

Confirm Account #:

Account Type: Select account type

Select bank id  :

Confirm Bank Id:

Bank Name:

Branch Name:

Address 1:

Address 2:

Address 3:

City:

State: (no value)

Zip:

Country: (no value)

Country:  Area:  Number:

Bank Phone: USA 1

Credit Card

Accept credit card:  Yes  No

3

# Review Your Relationships

## Current and Potential

1. **Click** on the Customer Relationships link in the **Company Settings** menu.
2. **Choose** to accept customer relationships either automatically or manually.
3. **In the Pending Section**, you can Approve or Reject pending relationship requests. In the Current Section, you can review your current customers' profiles and information portals. You can also review rejected customers in the Rejected Section.
4. **Find** potential customers in Potential Relationships tab.

The screenshot shows the 'Account Settings' page in SAP. The 'Company Settings' menu on the right is highlighted with a yellow circle '1'. The 'Customer Relationships' link in the menu is also highlighted with a yellow circle '1'. The 'Potential Relationships' tab is selected and highlighted with a yellow circle '4'. The 'Update' button is highlighted with a yellow circle '2'. The 'Approve' and 'Reject' buttons in the Pending section are highlighted with a yellow circle '3'.

**Account Settings**

Customer Relationships | Users | Notifications | Account Hierarchy

Current Relationships | Potential Relationships **4**

I prefer to receive relationship requests as follows:

Automatically accept all relationship requests  Manually review all relationship requests

**Update** **2**

**Pending**

Customer	Requested Date ↓
No Items	

**Approve** **Reject** **3**

**Current**

Customer	Approved Date
<input type="checkbox"/> jUnitOrg - 5WQzy9VD565589b21009590920	25 Nov 2015

**Reject**

**Rejected**

Customer	Rejected Date ↓
No Items	

**Company Settings** **1**

jUnitOrg - LV8b8ft...  
ANID: AN02003380348  
Standard Package

[Company Profile](#)

[Service Subscriptions](#)

[Account Settings](#)

[Customer Relationships](#) **1**

[Users](#)

[Notifications](#)

[Account Hierarchy](#)

[View All](#)

[Network Settings](#)

[Electronic Order Routing](#)

[Electronic Invoice Routing](#)

[Accelerated Payments](#)

# Set Up User Accounts

## Roles and Permission Details

---

### Administrator

- There can only be one administrator per ANID
- Automatically linked to the username and login entered during registration
- Responsible for account set-up/configuration and management
- Primary point of contact for users with questions or problems
- Creates users and assigns roles/permissions to users of the account

### User

- Up to 250 user accounts can exist per ANID
- Can have different roles/permissions, which correspond to the user's actual job responsibilities
- Can access all or only specific customers assigned by Administrator

# Set Up User Accounts

## Create Roles and Users (Administrator Only)

1. **Click** on the Users tab on the **Company Settings** menu. The Users page will load.
2. **Click** on the **Create Role** button in the Manage Roles section and type in the Name and a Description for the Role.
3. **Add Permissions to the Role** that correspond to the user's actual job responsibilities by checking the proper boxes and click save to create the role.
4. **To Create** a User Click on Create User button and add all relevant information about the user including name and contact info.
5. **Select** a role in the Role Assignment section and Click on Done. You can add up to 250 users to your Ariba Network account.

The screenshot shows the 'Users' management page in SAP Ariba. The interface includes a top navigation bar with 'Customer Relationships', 'Users', 'Notifications', and 'Account Hierarchy'. The 'Users' section contains a table with columns for Username, Email Address, First Name, Last Name, and Ariba Discovery Contact. A 'Create User' button is highlighted with a yellow circle labeled '4'. Below the table is the 'Manage User Roles' section, which includes a 'Create Role' button highlighted with a yellow circle labeled '2'. The 'Role' section lists roles like 'Administrator' and 'All Access', with a 'Details' link for 'Administrator' highlighted with a yellow circle labeled '3'. The 'Company Settings' sidebar on the right shows 'Users' highlighted with a yellow circle labeled '1'. Other sidebar items include 'Company Profile', 'Service Subscriptions', 'Account Settings', 'Customer Relationships', 'Notifications', 'Account Hierarchy', 'View All', 'Network Settings', 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Remittances', 'Network Notifications', and 'View All'.

# Set Up User Accounts

## Modifying User Accounts (Administrator Only)

1. **Click** on the Users tab.
2. **Click** on Edit for the selected user.
3. **Click** on the Reset Password Button to reset the password of the user.
4. **Other options:**
  - Delete User
  - Add to Contact List
  - Remove from Contact List
  - Make Administrator

Account Settings

Customer Relationships **Users** Notifications Account Hierarchy

Manage Users

Manage users for your Ariba account. If you enter an email alias, specify the alias owner's name and phone number.

Users

<input type="checkbox"/>	Username ↑	Email Address	First Name	Last Name	Ariba Discovery Contact	Role Assigned
<input type="checkbox"/>	rebecca.novotny@sap.com	rebecca.novotny@sap.com	Rebecca	Novotny	No	All Access

Edit User

View user information, revise role assignments, or reset user passwords. Ariba recommends only using the reset password functionality Password on the Ariba log in page if they forget their password. When you click Reset Password, Ariba resets the password and sends

Selected User Information

Username: rebecca.novotny@sap.com  
 Email Address: rebecca.novotny@sap.com  
 First Name: Rebecca  
 Last Name: Novotny  
 Office Phone:

This user is the Ariba Discovery Contact

# Enhanced User Account Functionality

1. **Click** on your name in top right corner, to access the User Account Navigator. It enables you to:
  - Quickly access your personal user account information and settings
  - Link your multiple user accounts
  - Switch to your test account

**Note:** After your multiple user accounts are linked, the User Account Navigator displays the multiple accounts.

2. **Click** on My Account to view your user settings.
3. **Click** Complete or update all required fields marked by an asterisk. **Note:** If you change username or password, remember to use it at your next login.
4. **Hide** personal information if necessary by checking the box in the Contact Information Preferences section.

The screenshot displays the 'My Account' section of the SAP User Account Navigator. It is divided into two main parts: 'Account Settings' and 'Account Information'.

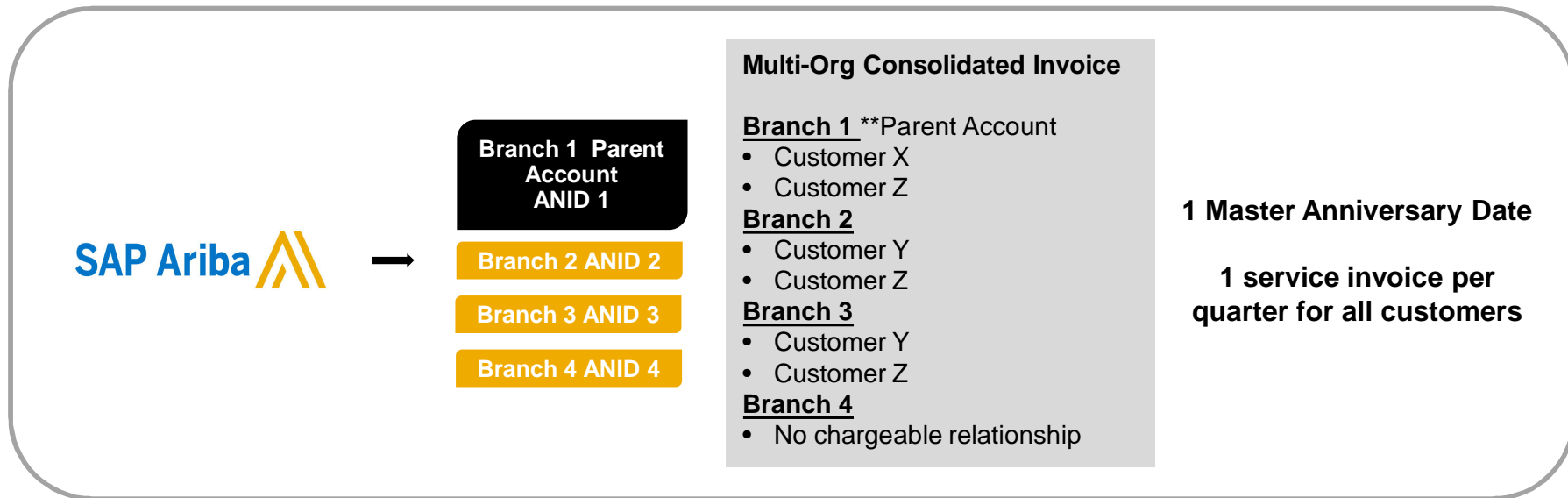
**Account Settings:** This section includes a 'Change Password' link, which is highlighted with a yellow circle '3'. Below it, there are input fields for 'First Name' (containing 'jU-LV8b8ft565589df1009590921'), 'Middle Name', and 'Last Name' (containing 'lastName'). A 'Business Role' dropdown menu is set to 'Business Owner'.

**Account Information:** This section includes a 'Security' subsection with a 'Secret Question' (containing 'What is the last name of your first boss?'), a 'Secret Answer' field (masked with dots), and a 'Confirm Secret Answer' field (also masked with dots). A yellow circle '4' is placed next to the 'Secret Answer' field.

**User Account Navigator:** A dropdown menu is open in the top right corner, showing options like 'Logout', 'My Account' (highlighted with a yellow circle '2'), 'My Community Profile', and 'Switch To'. Below these are links for 'Switch To Test ID', 'Link User IDs', and 'Contact Administrator'. A yellow circle '1' is placed next to the user's name 'jU-LV8b8ft565589df...' at the top of the dropdown.



# Consolidate Your Bills Through a Multi-Org



## Ariba offers invoice consolidation and synchronization for customers with several accounts

- Fees will be invoiced only to the parent account with the payment cycle synchronized for the entire group.
- The parent account will receive one single invoice every three months for all customer relationships and for all linked accounts.
- This consolidation is related only to invoices issued by Ariba to the supplier, the business operations of each account are still independent.

# Participate in a Multi-Org

## Guidelines

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- The supplier needs to designate a **Parent ANID** under which the invoice will be viewed.
- The selection of the parent ANID determines the currency of the Multi-org invoice and the billing dates.
- The supplier should also have confirmed list of child ANID's to be included on the invoice.
- A Multi-Org is NOT:
  - A way to merge accounts.
  - A way to get a discount on Transaction Fees.

# Structure Your Multi-Org

---

1. **Register** all accounts which will be included in the Multi-Org.
2. **Create** a list of all ANIDs and designate the parent account.
3. **Wait** until the first ANID becomes chargeable.
4. **Contact Customer Support** through the Help Center and inform them of your need for the Multi Org.

# Link Accounts Via an Account Hierarchy

---

## Linkage between individual accounts for account management purposes

The administrator of the Parent account can log into the child account and take the following actions:

- Change settings on the child account and complete the company profile
- Publish catalogs
- Check the status of payment for the Ariba invoice and pay the invoice
- Upgrade to a higher Subscription package

The administrator of the Parent account cannot take following actions:

- View buyers on the Child account
- Create any documents (PO confirmations, Ship Notices, Invoices)
- Run Reports

# Create an Account Hierarchy

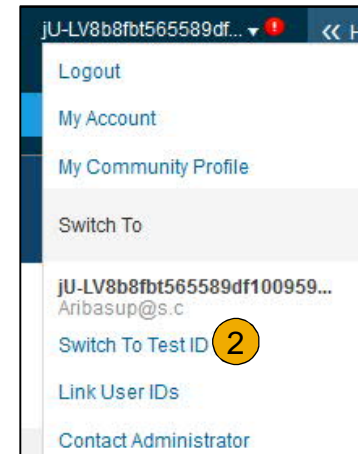
1. From the **Company Settings** menu, click Account Hierarchy.
2. To **add** child accounts click on Link Accounts.
3. **The Network** will detect if there is an existing account with corresponding information.
4. **On the next page** either log in as an Administrator or send a request through an online form as a Not Administrator.
5. **Once** the request is confirmed by a child account administrator, the name of the linked account is displayed on the Account Hierarchy page.

The screenshot displays the SAP Account Settings interface. The main content area shows the 'Account Hierarchy' tab selected, with a message indicating 'Account Status: No Linked Accounts' and a 'Link Accounts' button. A yellow circle with the number '2' highlights the 'Link Accounts' button. The right-hand side shows the 'Company Settings' menu, with 'Account Hierarchy' highlighted and a yellow circle with the number '1' next to it.

# Set Up a Test Account

1. **To set up** your Test Account, you need to be on the tabular view of your Ariba Network Production Account.
2. **Click** your name in top right corner and then select Switch to Test ID. The Switch To Test ID button is only available to the account Administrator. The administrator can create test account usernames for all other users needing access to the test account.
3. **Click OK** when the Ariba Network displays a warning indicating You are about to switch to Test Mode.
4. **Create** a Username and Password for your test account and click OK. You will be transferred to your test account.
  - Your Test account should be configured to match your Production account. This will ensure the testing results are consistent with what will result in Production. Once you have set up your test account, you are ready to receive a test purchase order.

**Note:** Test account transactions are free of charge.
5. **The Network** will always display which mode you are logged into, (Production or Test). Your **Test account ID** has the suffix “-T” appended to your Ariba Network ID (ANID).



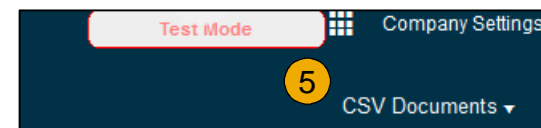
Create Test Account

You are about to create a new account in the Test Mode. The trading relationship with the

4 Username: \* test-Aribasup@s.c

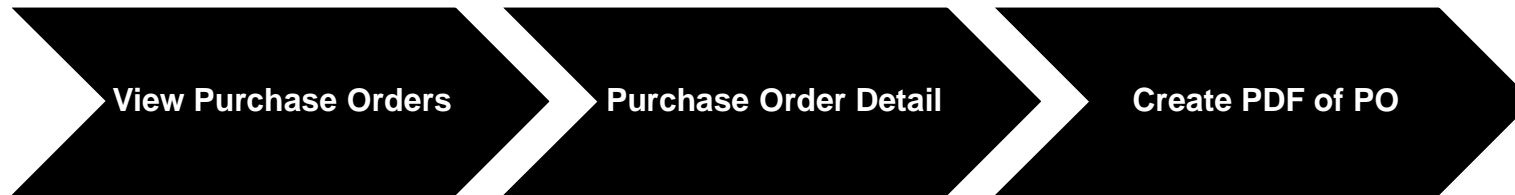
Password: \* .....

Confirm Password: \* .....



## SECTION 3: Purchase Order Management

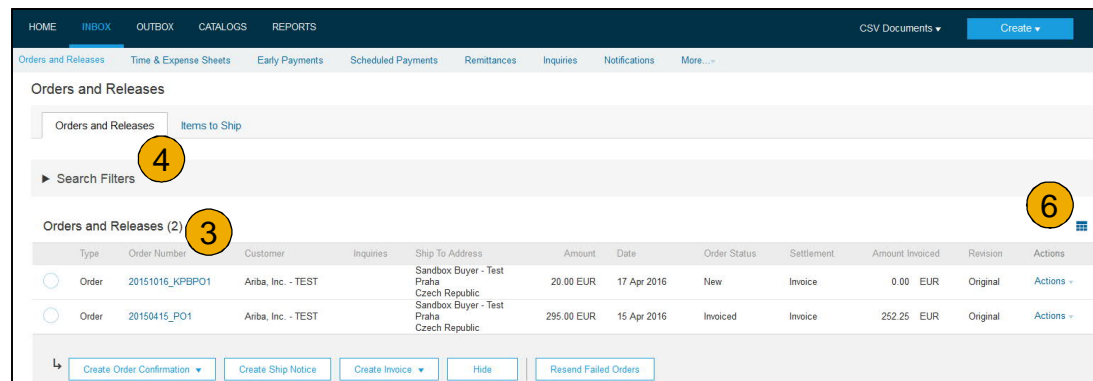
---



# Manage POs

## View Purchase Orders

1. **Click** on Inbox tab to manage your Purchase Orders.
2. **Inbox** is presented as a list of the Purchase Orders received by Nouryon.
3. **Click** the link on the Order Number column to view the purchase order details.
4. **Search** filters allows you to search using multiple criteria.
5. **Click** the arrow next to Search Filters to display the query fields. Enter your criteria and click Search.
6. **Toggle** the Table Options Menu to view ways of organizing your Inbox.



Can't Find Your PO?



# Manage POs

## Purchase Order Detail

1. **View** the details of your order. The order header includes the order date and information about the buying organization and supplier.

**Note:** You can always Resend a PO which was not sent to your email address, cXML or EDI properly clicking **Resend** button.

Additional options: **Export cXML** to save a copy of the cXML source information **Order History** for diagnosing problems and for auditing total value.

Purchase Order: PO72547 1

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

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By
1	GOODS_01 <i>Copy Paper White, A3, 80gsm (ream 500 sheets)</i>	Material	10 (EA)	18 Nov 2015
2	GOODS_02 <i>Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)</i>	Material	10 (BX)	18 Nov 2015

Order submitted on: Tuesday 6 Oct 2015 9:00 PM GMT+02:00  
 Received by Ariba Network on: Friday 15 Apr 2016 2:14 PM GMT+02:00  
 This Purchase Order was sent by Ariba, Inc. - TEST AN01015640756-T and delivered by Ariba Network.

2

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

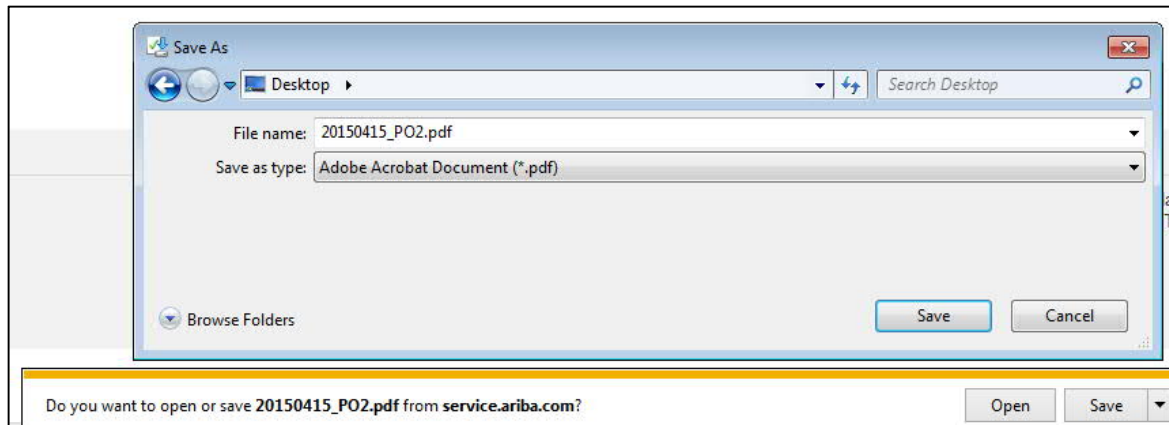
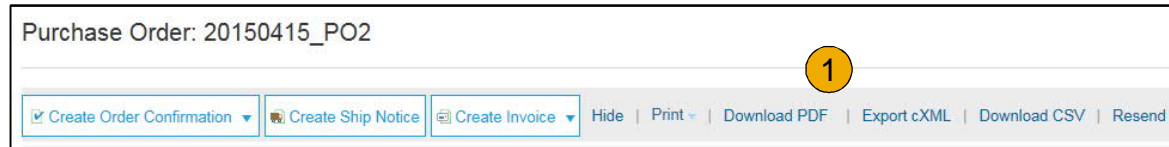
2. **Line Items section** describes the ordered items. Each line describes a quantity of items Nouryon wants to purchase. Set the status of each line item by sending order confirmations clicking Create Order Confirmation. The sub-total is located at the bottom of the purchase order.

# Manage POs

## Create PDF of PO

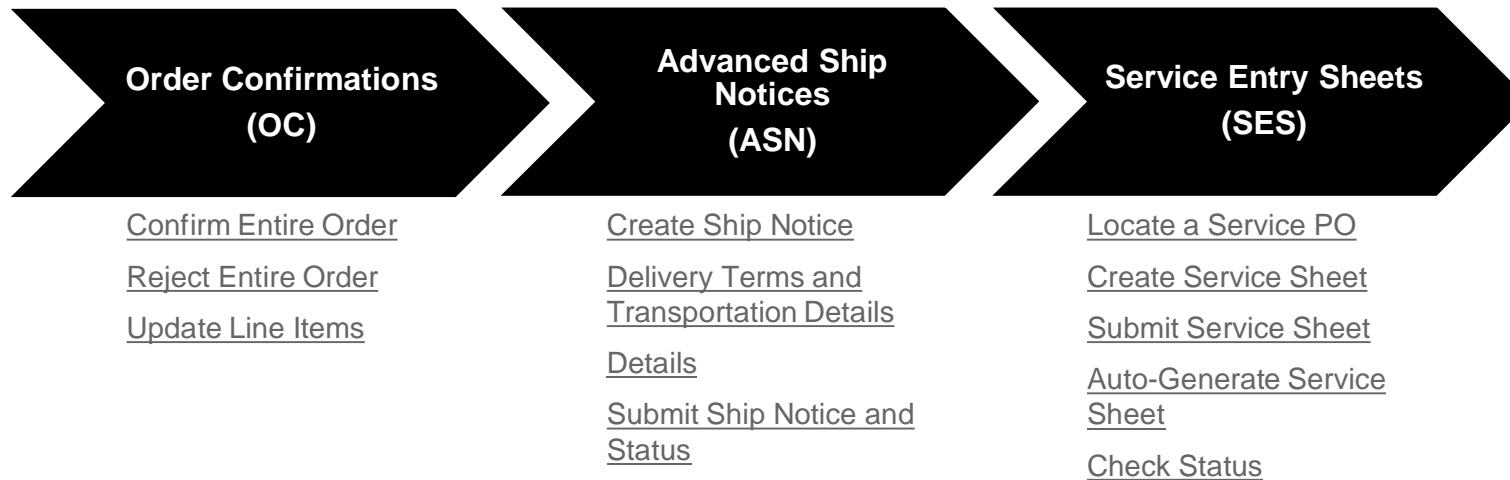
1. Select “Download PDF” as shown.

**Note:** If the document exceeds 1000 lines or is larger than 1MB size, details are not shown in the UI. Therefore the detail is not included in the PDF generated.



## SECTION 4: Other Documents

---



# Create Order Confirmation

## Confirm Entire Order

This slide explains how to Confirm an entire order.

1. **Enter** Confirmation Number which is any number you use to identify the order confirmation.
2. **If you specify** Est. Shipping Date or Est. Delivery Date information, it is applied for all line items.
3. **You can group** related line items or kit goods so that they can be processed as a unit.
4. **Click** Next when finished.
5. **Review** the order confirmation and click Submit.
6. **Your order confirmation is sent to Nouryon.**

Once the order confirmation is submitted, the Order Status will display as Confirmed. When viewing documents online, links to all related documents are displayed. Click Done to return to the Inbox.

**Note:** If your customer is allowing Supplier Network Collaboration (SNC), your Order Confirmation must be initiated within Ariba.

[Trouble With Your OC?](#)

# Create Order Confirmation

## Reject Entire Order

1. **From the PO view**, click the Create Order Confirmation button and select to Confirm Entire Order, Update Line Items for individual line items or Reject Entire Order.
2. **Enter a reason for rejecting** the order in case your buyer requires.

This example demonstrates the Reject Entire Order option. (Updating with Different Status will be explained later in the presentation)

Ariba Network

Purchase Order: 20150415\_PO2

From:  
**Sandbox Buyer - Test**  
 Radlicka  
 15000 Praha  
 Czech Republic

Confirmation #: |

Rejection Reason: Please Select

Comments:

- Please Select
- Duplicate Order
- Incorrect Delivery Date
- Incorrect Description
- Incorrect Price
- Incorrect Quantity
- Incorrect Stock/Part Number
- Incorrect Supplier Code Used
- Incorrect UOM
- Not our Product Line
- Unable to Supply Item(s)
- Other

**REJECT ENTIRE ORDER**

Order Confirmation Number:

Confirmation #: |

Comments:

# Create Order Confirmation

## Update Line Items

1. **Select** Update Line Items, to set the status of each line item.
2. **Fill** in the requested information (the same as for Confirm All option).
3. **Scroll** down to view the line items and choose among possible values:
4. **Confirm** – You received the PO and will send the ordered items.
5. **Backorder** – Items are backordered. Once they available in stock, generate another order confirmation to set them to confirm.
6. **Reject** – Enter a reason why these items are rejected in the Comments field by clicking the Details button.

**Note:** If your customer is allowing Supplier Network Collaboration (SNC), your Order Confirmation must be initiated within Ariba.

Purchase Order: 20150415\_PO2

Create Order Confirmation
  Create Ship Notice
  Create Invoice

Confirm Entire Order  
 Update Line Items **1**  
 Reject Entire Order

From:  
**Sandbox Buyer - Test**  
 Radlicka  
 15000 Praha  
 Czech Republic

Confirming PO

**2**

Update Item Status  Order Confirmation Header

Review Confirmation **2**

Confirmation #:   
 Associated Purchase Order #: 20150415\_PO2  
 Customer:  Inc. - TEST **3**  
 Supplier Reference:

SHIPPING AND TAX INFORMATION

Enter shipping and tax information at the line item level.  
 Est. Shipping Date:   
 Est. Delivery Date:

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR
Copy Paper White, A3, 80gsm (ream 500 sheets)					
CURRENT ORDER STATUS					
<input checked="" type="radio"/> 10 Unconfirmed <b>4</b>					
Confirm: <input type="text"/> Backorder: <input type="text"/> <b>5</b> Reject: <input type="text"/> <b>6</b> <input type="button" value="Details"/> ⓘ					

# Confirm Order

## Update Line Items - Backorder

1. **Enter** the quantity backordered in the Backorder data entry field.
2. **Click Details** to enter Comments and Estimated Shipping and Delivery Dates for the backordered items on the Status Details page.
3. **Click OK** when done.

**Note:** If using several statuses for a line item, the sum of the quantities for the statuses should equal the line item quantity.

4. **Click Next.**

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets)	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR

CURRENT ORDER STATUS

10 Unconfirmed

Confirm:  Backorder:  Reject:

ⓘ

Item	Part # / Description	Qty	Unit	Need By	Unit Price	Subtotal
1	GOODS_01 Copy Paper White, A3, 80gsm (ream 500 sheets)	10	EA	18 Nov 2015	4.50 EUR	45.00 EUR

New Order Status: 1 Backordered

Est. Shipping Date:  ⓘ

Est. Delivery Date:  ⓘ

Comments:

# Confirm Order

## Update Line Items - Price Change

- 1. Enter** the quantity in the Confirm data entry field.
- 2. Click** Details to enter the details regarding the price change.
- 3. Note** the new price in the Unit Price field on the Status Details page for the line item. Enter a Comment regarding the price change, if needed. Item substitutions for the requested part can also be communicated using the Supplier Part field.
- 4. Update** the Description as needed and click OK when done.

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR

Copy Paper White, A3, 80gsm (ream 500 sheets)

CURRENT ORDER STATUS

10 Unconfirmed **1**

Confirm:  Backorder:  Reject:  **2** [Details](#)

Item	Part # / Description	Qty	Unit	Need By
1	GOODS_01	10	EA	18 Nov 2015

Copy Paper White, A3, 80gsm (ream 500 sheets)

New Order Status: **1 Confirmed**

Est. Shipping Date:

Est. Delivery Date:

Unit Price:  **3**

Price Unit Quantity: \*

Unit Conversion: \*

Price Unit: \*

Supplier Part:  **4**

Comments:



# Confirm Order

## Update Line Items - Reject

1. **Enter** the quantity in the Reject data entry field to reject item.
2. **Click** the Details button to enter a reason for the rejection in the Comments field on the Status Details page.
3. **Click OK** when done.

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
1	GOODS_01	10 (EA)	18 Nov 2015	4.50 EUR	45.00 EUR

Copy Paper White, A3, 80gsm (ream 500 sheets)

CURRENT ORDER STATUS

10 Unconfirmed

Confirm:  Backorder:  Reject:  1

2

Item	Part # / Description	Qty	Unit	Need By	Unit Price	Subtotal
1	GOODS_01	10	EA	18 Nov 2015	4.50 EUR	45.00 EUR

Copy Paper White, A3, 80gsm (ream 500 sheets)

New Order Status: **1 Rejected**

Rejection Reason: \*

Comments:

3

# Confirm Order

## Update Line Items

1. **Continue** to update the status for each line item on the purchase order. Once finished, click Next to proceed to the review page.
2. **Review** the order confirmation and click Submit. Your order confirmation is sent to Nouryon.
3. **The Order Status will display** as Partially Confirmed if items were backordered or not fully confirmed.
4. **Generate** another order confirmation to set them to confirm if needed.
5. **Click Done** to return to the Inbox.

Purchase Order: 20150415\_PO2

Create Order Confirmation
  Create Ship Notice
  Create Invoice
 Hide | Print

Order Detail | Order History

<b>From:</b> Sandbox Buyer - Test Radlicka 15000 Praha Czech Republic	<b>To:</b> Ariba_TestSupplier - TEST Radlicka 3201/14 150 00 Praha 5 Czech Republic Phone: Fax: Email: klaus.puschel@sap.com
---	---

5 Done

Purchase Order  
 (Partially Confirmed) 3  
 20150415\_PO2  
 Amount: 295.00 EUR

Routing Status: Acknowledged  
Related Documents: 312

Deliver To

# Create Ship Notice

- 1. Create** Ship Notice using your Ariba account once items were shipped. Multiple ship notices per purchase order might be sent. Click the Create Ship Notice button.
- 2. Fill out** the requested information on the Shipping PO form. The Packing Slip ID is any number you use to identify the Ship Notice. Choose Carrier Name and then Tracking # and Shipping Method will appear. Gross Volume and Gross Weight are optional fields when Collaborative Supply Chain (CSC) is enabled.
- 3. Enter** Ship From information by clicking on Update Address. Any field with an asterisk is required.
- 4. Check** if Deliver to information is correct. Click OK.

# Create Ship Notice

## Delivery Terms and Transportation Details

- 1. Delivery terms** and other transportation details can be included on all advance ship notices to support a broader range of shipping information collaboration.

Carrier Name:

Service Level:

- Manage Carrier
- Preferred Carriers
- Default Carriers
- 1** Airborne Express
- DHL
- FedEx
- UPS
- US Postal Service
- Other

▼ DELIVERY AND TRANSPORT INFORMATION

Delivery Terms:

Delivery Terms Description:

Transport Terms Description:

- Collected By Customer
- Delivery Condition
- Despatch Condition
- Transport Condition
- Incoterms
- Ex Works
- Free Carrier

# Create Ship Notice

## Details

1. **Scroll down** to view line item information and update the quantity shipped for each line item.
2. **Customer Part #** is visible when Collaborative Supply Chain (CSC) is implemented.
3. **Click Next** to proceed to review your Ship Notice.

20150415\_PO2 2 GOODS\_02  
*Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)*

**Shipment Status**  
 Total Item Due Quantity: 10 BX

**Confirmation Status**  
 Total Confirmed Quantity: 0 BX Total Backordered Quantity: 0 BX

Line	Ship Qty
1	<input type="text" value="10"/>

[Add Ship Notice Line](#)

20150415\_PO2 2 GOODS\_02 10 BX 18 Nov 2015 25.00 EUR 250.00 EUR [Remove](#)  
*Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)*

**Shipment Status**  
 Total Item Due Quantity: 10 BX

**Confirmation Status**  
 Total Confirmed Quantity: 0 BX Total Backordered Quantity: 0 BX

Line	Ship Qty	Batch ID	Production Date	Expiry Date	
1	<input type="text" value="10"/>	<input type="text"/>	<input type="text" value="18 Nov 2015"/>	<input type="text"/>	<a href="#">Add Details</a>

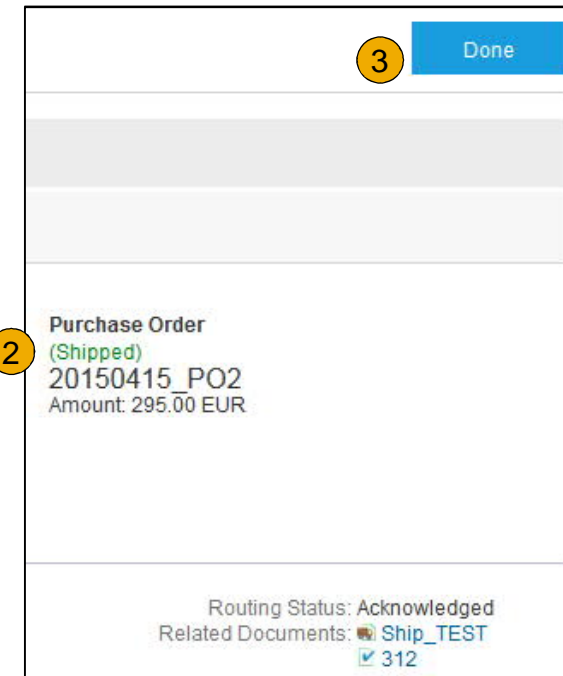
[Add Ship Notice Line](#)

[Add Order Line Item](#) 3

[Next](#) [Exit](#)

# Submit Ship Notice

1. **After reviewing** your Ship Notice, click Submit to send Ship Notice to Nouryon. Ship Notices provide improved communications to help avoid unnecessary calls to order support department.
2. **After submitting** your Ship Notice, the Order Status will be updated to Shipped. Submitted Ship Notices can be viewed from Outbox or by clicking the link under the Related Documents from the PO View.
3. **Click Done** to return to the Home page.



# Create a Service Entry Sheet

## Locate a Service PO

1. **Locate** your Service PO within your Inbox.

**Note:** Utilize the **Advanced Search Filters** at the top of your inbox to narrow your view to Service POs only by checking the **Search Only Service Purchase Orders** box and clicking **Search**.

2. **Select** the radio button next to the desired PO and click **Create Service Sheet** OR click the **Order Number Hyperlink** to view the Service PO.

Ariba Network

Company Settings | John Doe | Help Center

HOME | **INBOX** | OUTBOX | CATALOGS | ENABLEMENT TASKS | REPORTS

Orders and Releases | Time & Expense Sheets | Early Payments | Scheduled Payments | Remittances | Inquiries | Notifications | More...

Orders and Releases

Search Filters

Orders and Releases (1)

Type	Order Number	Customer	Inquiries	Ship To Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
<input type="radio"/>	<a href="#">ServicePO1</a>	SMO Buyer		SMO Buyer Pittsburgh, PA United States	\$20,000.00 USD	7 Apr 2017	New	Invoice	\$0.00 USD	Original	Actions

Create Order Confirmation | Create Ship Notice | **Create Service Sheet** | Create Invoice | Hide | Resend Failed Orders

Search Filters

Customer: All Customers

Order Number:   Partial number  Exact number

Buyer Location Code:

Invoice Number:

Show orders by:  Creation Date  Inquiry Date

Date Range: Other

Start Date: 22 Mar 2017

End Date: 4 Apr 2017

Min. Amount:

Max. Amount:

Order Status: All

View: All except hidden orders

Search only blanket purchase orders

Search only scheduling agreement releases or scheduling agreements

View all active

**Search only service purchase orders**

Number of Results: 100

Search | Reset

# Create a Service Entry Sheet

## Review Service PO

Purchase Order: ServicePO1 Done

Create Order Confirmation | 
  **Create Service Sheet** | 
  Create Invoice | 
 Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Order Detail | Order History 1

---

**From:**  
 SMO Buyer  
 123 Fake Street  
 Pittsburgh, PA 15222  
 United States

**To:**  
 SMO Supplier 1  
 21 Jump Street  
 Cleveland, OH 44114  
 United States  
 Phone:  
 Fax:  
 Email: m.bohart@sap.com

**Purchase Order (New)**  
 ServicePO1  
 Amount: \$20,000.00 USD

---

**Payment Terms** ⓘ  
 0.000% 45

Routing Status: Sent

1. **After** reviewing your PO for accuracy, click **Create Service Sheet** at the top of bottom of your PO.

Ship All Items To

**SMO Buyer**  
 123 Fake Street  
 Pittsburgh, PA 15222  
 United States

---

**Line Items** Show Item Details

Line #	Part # / Description	Type	Qty (Unit)	Need By	Price	Subtotal	
1		Service	1.0 (DAY)	9 Apr 2017	\$20,000.00 USD	\$20,000.00 USD	<a href="#">Details</a>

*Test services-Item 1*

Order submitted on: Friday 7 Apr 2017 8:00 AM GMT-04:00  
 Received by Ariba Network on: Friday 7 Apr 2017 1:21 PM GMT-04:00  
 This Purchase Order was sent by SMO Buyer AN01025123159 and delivered by Ariba Network.

Service Sheet Required. Sub-total: \$20,000.00 USD

Create Order Confirmation | 
  **Create Service Sheet** | 
  Create Invoice | 
 Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Done

**Note:** Services will be indicated with the Service Icon next to the Line Type.



# Create a Service Entry Sheet

## Header Information

1. **Complete** any required fields that have an asterisk (\*).
2. **Enter** additional fields as requested by your customer, including Contractor Information, Approver, etc.

Create Service Sheet

---

▼ Service Sheet Header
*\* Indicates required field*

---

**Summary**

Purchase Order: ServicePO1	Subtotal: <b>\$0.00 USD</b>
1 Service Sheet #: * <input type="text"/>	Service Start Date: <input type="text"/>
Service Sheet Date: * 7 Apr 2017 <input type="text"/>	Service End Date: <input type="text"/>

---

**Additional Fields**

Supplier Reference: <input type="text"/>	To: SMO Buyer
From: SMO Supplier 1	123 Fake Street
21 Jump Street	Pittsburgh, PA 15222
Cleveland, OH 44114	United States
United States	

<p>Field Contractor:</p> <p>Name: <input type="text"/></p> <p>Email: <input type="text"/></p> <p>Phone: USA 1 <input type="text"/> <input type="text"/> <input type="text"/></p>	<p>Field Engineer:</p> <p>Name: <input type="text"/></p> <p>Email: <input type="text"/></p> <p>Phone: USA 1 <input type="text"/> <input type="text"/> <input type="text"/></p>
<p>Approver:</p> <p>Name: * <input type="text"/></p> <p>Email: * <input type="text"/></p> <p>Phone: USA 1 <input type="text"/> <input type="text"/> <input type="text"/></p>	

# Create a Service Entry Sheet

## Line Item Section

3. **Update** quantities of line items.
4. **Enter Service Start and End Dates** if available, as well as any additional comments as needed.
5. **Click Next** to proceed to review screen.

Service Entry Sheet Lines

Line #	Part # / Description	Contract #																					
▼ 1	<b>Not Available</b> TESTINGSERVICECHG	<a href="#">Add ▼</a>																					
<input type="checkbox"/>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Include</th> <th style="width: 5%;">Part # / Description</th> <th style="width: 15%;">Type</th> <th style="width: 15%;">Qty / Unit</th> <th style="width: 15%;">Price</th> <th style="width: 15%;">Subtotal</th> <th style="width: 10%;"></th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>000000000003015848</td> <td>Service ▼</td> <td>3 1,000 KGM</td> <td>\$2.57 USD</td> <td>\$2,570.00 USD</td> <td style="text-align: right;"><a href="#">Delete</a></td> </tr> <tr> <td colspan="7">MAT CONSTR MATERIAL IT005 K</td> </tr> </tbody> </table>	Include	Part # / Description	Type	Qty / Unit	Price	Subtotal		<input checked="" type="checkbox"/>	000000000003015848	Service ▼	3 1,000 KGM	\$2.57 USD	\$2,570.00 USD	<a href="#">Delete</a>	MAT CONSTR MATERIAL IT005 K							
Include	Part # / Description	Type	Qty / Unit	Price	Subtotal																		
<input checked="" type="checkbox"/>	000000000003015848	Service ▼	3 1,000 KGM	\$2.57 USD	\$2,570.00 USD	<a href="#">Delete</a>																	
MAT CONSTR MATERIAL IT005 K																							
<b>SERVICE PERIOD</b>																							
4	Start Date: <input type="text"/>	End Date: <input type="text"/>																					
<b>PRICING DETAILS</b>																							
	Price Unit: KGM	Price Unit Quantity: 1																					
	Unit Conversion: 1	Description:																					
<b>COMMENTS</b>																							
	Add Comments: <input style="width: 100%;" type="text"/>																						
<a href="#">Add Pricing Details</a>																							
<a href="#">Turn on Error Dump</a> ⓘ <a href="#">Hide/Show XML</a>																							
<a href="#">Update</a>		<a href="#">Save</a>																					
<a href="#">Exit</a>		<a href="#">Next</a>																					



# Submit a Service Entry Sheet

6. From the Review Screen, check your Service Sheet for accuracy. If there are errors, click **Previous** to return to the Create Service Sheet screen. To submit to your customer, click the **Submit** Button.

Create Service Sheet Previous Save Submit Exit

---

Confirm and submit this document.

---

Service Sheet Subtotal: \$2,570.00 USD  
TestServiceSES  
Date: 10 Apr 2017  
Purchase Order:  ServicePOExample  
Subtotal: \$2,570.00 USD

From To  
**SMO Supplier 1** **SMO Buyer**  
21 Jump Street 123 Fake Street  
Cleveland, OH 44114 Pittsburgh, PA 15222  
United States United States  
Phone:   
Fax:

---

Service Entry Sheet Lines [Show Item Details](#)

Line #	Type	Service # / Description	Contract #	Qty (Unit)	Unit Price	Subtotal	
▼ 1		Not Available TESTINGSERVICECHG					
1	Service	00000000003015848 MAT CONSTR MATERIAL IT005 KG		1000 (KGM)	\$2.57 USD	\$2,570.00 USD	<a href="#">Details</a>

---

Service Entry Summary  
Subtotal: \$2,570.00 USD

Previous Save Submit Exit

6



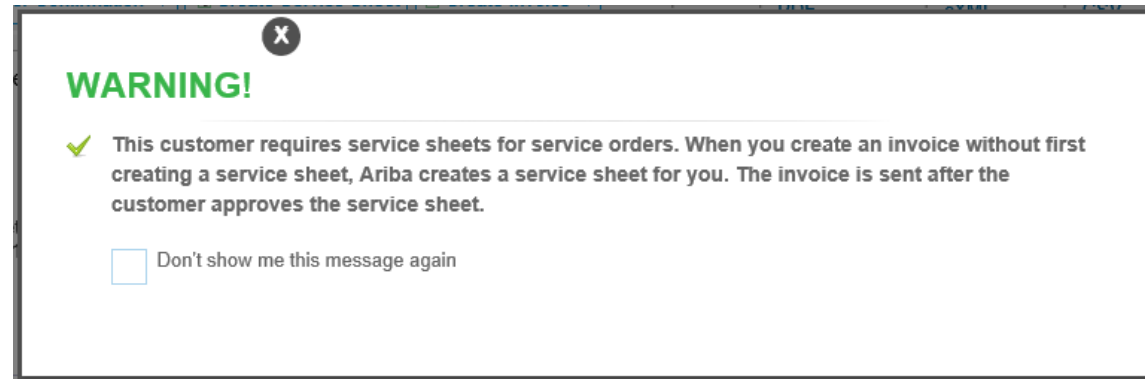
# Auto-Generate a Service Sheet

## Create an Service Sheet from an Invoice

For customers who allow automatically generated service sheets, you can create service invoices for each service line on a service order, and the corresponding service sheets are automatically generated and sent to the customer.

To create an auto-generated Service Sheet

1. **Within** your **INBOX**, locate the PO to invoice against and select **Create Invoice** and select **Standard Invoice**.
2. **Review** the Pop-Up message on your screen, alerting you of the auto-generation (see right).
3. **Click** the X to proceed with invoice creation and submission.
4. **Once** the invoice is approved, the service sheet will automatically generate and be available in your **Outbox** under Service Sheets.



**Note:** If clicking the box to not show the warning message again, please be aware that service sheets will continue to auto-generate for customers with this option enabled during invoice creation.

[Learn to Invoice](#)

# Check Service Sheet Status

1. Click **Outbox** and select **Service Sheets** Tab.
2. **Routing** and **Approval Status** will be visible on each line.
3. If a **Service Sheet is rejected or failed**, view the reason by opening the Service Sheet and clicking the **History** Tab.

The screenshot shows the Ariba Network interface. The top navigation bar includes 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', and 'REPORTS'. The 'OUTBOX' tab is selected, and the 'Service Sheets' sub-tab is active. A table lists two service sheets, with the first one marked as 'Failed' and 'Rejected'. A callout box provides details for the rejected sheet, including its ID, date, and purchase order.

Service Sheet #	Customer	Related PO	Date	Amount	Routing Status	Status
ServiceSheet123	Ariba Ready Test	ServicePOExample	1 Mar 2017	\$128.50 USD	Failed	Rejected
12345	Ariba Ready Test	4700372768	28 Feb 2017	\$128.50 USD	Sent	Sent

**Service Sheet:**

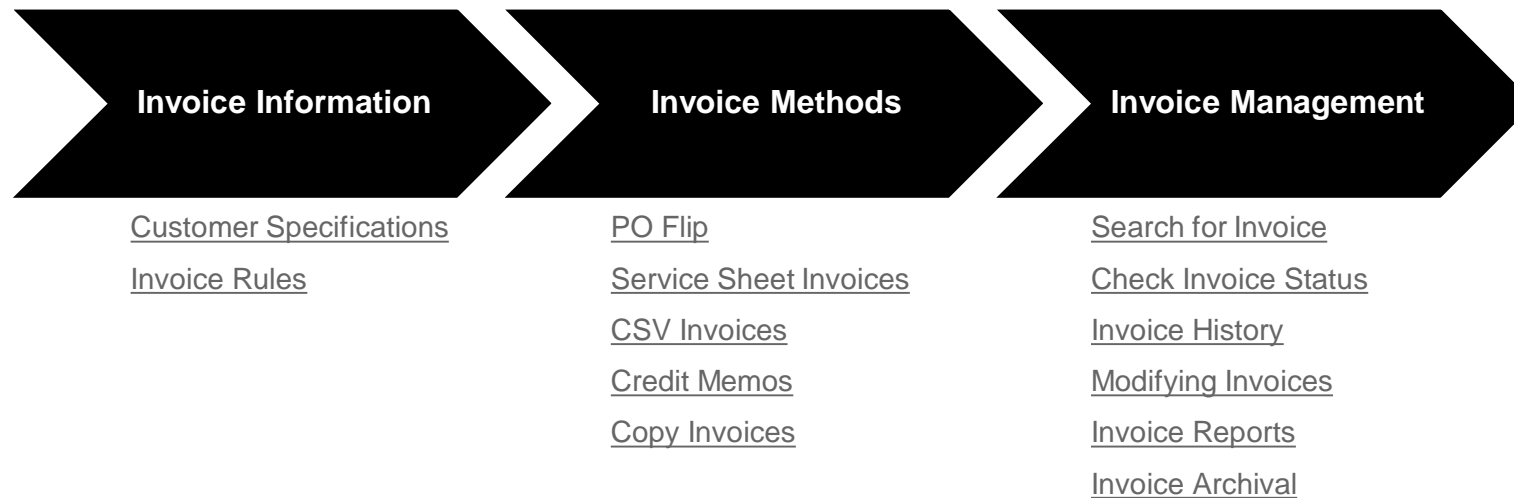
Create Invoice Print Export cXML

Detail History

**Service Sheet (Rejected)**  
 4511207465-SES3  
 Date: 7 Mar 2017  
 Purchase Order: 4511207465  
 Subtotal: £15.00 GBP

## SECTION 5: Invoice Methods

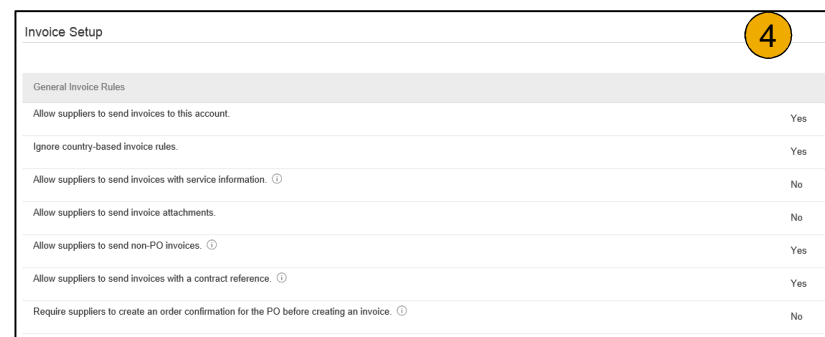
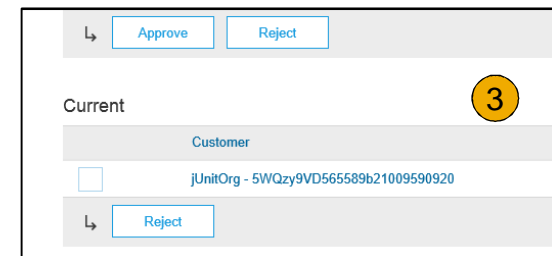
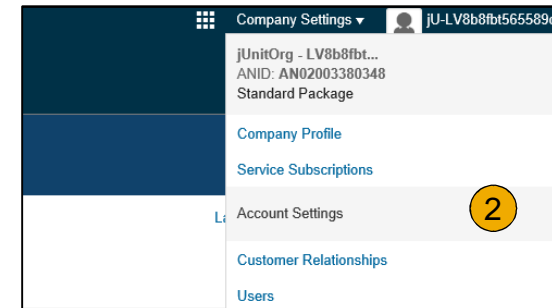
---



# Review Nouryon Invoice Rules

These rules determine what you can enter when you create invoices.

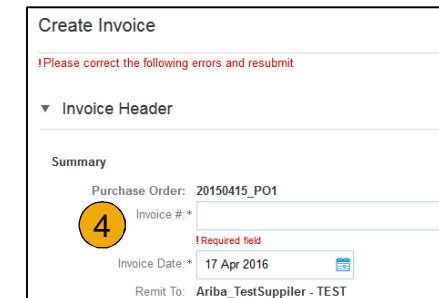
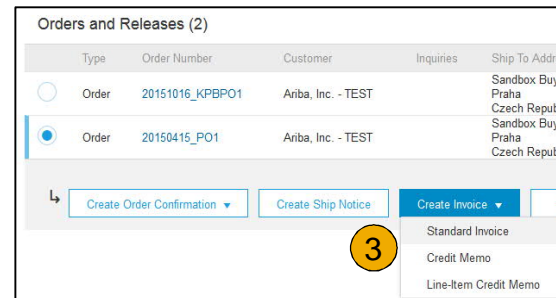
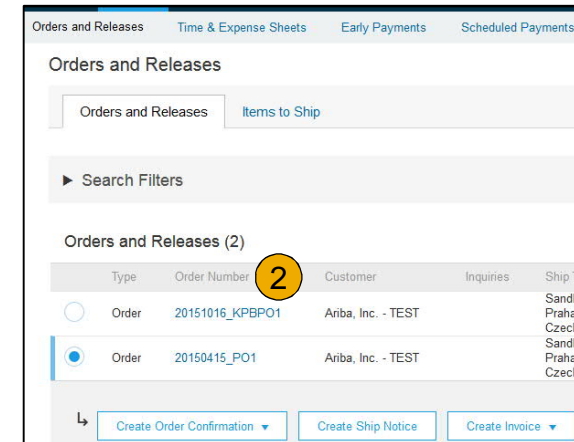
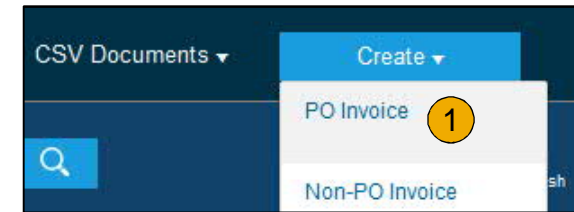
1. Login to your Ariba Network account via **supplier.ariba.com**
2. Select the **Company Settings dropdown menu** and under Account Settings, click **Customer Relationships**.
3. A list of your Customers is displayed. Click the name of your customer (**Nouryon**).
4. Scroll down to the **Invoice Setup** section and view the **General Invoice Rules**.
5. If **Nouryon** enabled Country-Based Invoice Rules then you will be able to choose your Country in Originating Country of Invoice from the drop down menu.
6. Click **Done** when finished.



# Invoice via PO Flip

To create a PO-Flip invoice (or an invoice derived from a PO that you received via Ariba Network):

1. From the home screen within your Ariba Network account, select the **Create** dropdown menu and select **PO Invoice**.
2. For PO Invoice select a **PO number**.
3. Click on the **Create Invoice** button and then choose **Standard Invoice**.
4. Invoice is automatically pre-populated with the PO data. **Complete all fields marked with an asterisk and add tax as applicable.** Review your invoice for accuracy on the **Review** page. If no changes are needed, click **Submit** to send the invoice to Nouryon.



Can't Find Your PO?



# Invoice via PO Flip

## Header

Invoice is automatically pre-populated with the PO data. Complete all fields marked with an asterisk and add tax as applicable.

1. **Enter an Invoice #** which is your unique number for invoice identification. The Invoice Date will auto-populate.
2. **Select Remit-To** address from the drop down box if you have entered more than one.
3. **Tax and Shipping can be entered** at either the Header or Line level by selecting the appropriate radio button.
4. **You can also add some additional information** to the Header of the invoice such as: Special Handling, Payment Term, Comment, Attachment, Shipping Documents.
5. **Scroll** down to the Line items section to select the line items being invoiced.

**Note:** Support of additional Reference Documents & Dates is applicable for CSC customers only; Attachment file size should not exceed 40MB.

▼ Invoice Header

---

**Summary**

Purchase Order: 1084497223

Invoice #:\* INV\_1084497223 1

Invoice Date:\* 15 Apr 2016 2

Remit To: DEFAULT VALUE ▾

**Tax** 3

Header level tax ⓘ  Line level tax ⓘ

**Shipping** 3

Header level shipping ⓘ  Line level shipping ⓘ

\* Indicates required field Add to Header ▾

- Tax 4
- Shipping Cost
- Shipping Tax
- Shipping Documents
- Special Handling
- Special Handling Tax
- Allowance
- Charge
- Additional Reference Documents and Dates
- Comment
- Attachment

# Invoice via PO Flip

## Line Items

Line Items section shows the line items from the Purchase Order.

1. **Review or update Quantity** for each line item you are invoicing.
2. **Click** on the line item's Green slider to exclude it from the invoice, if line item should not be invoiced OR click the check box on the left of the item and click Delete to remove the line item from the invoice. You can generate another invoice later to bill for that item.
3. **Select** the line item to which tax is to be applied using the Line Item # checkbox. To apply the same tax to multiple line items select those line items to be taxed at the desired rate.
4. To configure additional Tax Options within the Tax Category tool, use the **Configure Tax Menu** option.
5. **Check** Tax Category and use the drop down to select from the displayed options. Click Add to Included Lines.

Quantity	Unit	Unit Price
10	BX	25.00 EUR

No.	Include	Type	Part #
<input type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL	GOODS_02

2

Pricing Details

Price Unit: \* BX

Unit Conversion: \* 1

Line Item Actions Delete

No.	Include	Type	Part #
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL	GOODS_02

3

Tax

Category: \* VAT

Location: [ ]

Description: [ ]

Regime: [ ]

Date Of Pre-Payment: [ ]

Law Reference: [ ]

Standard Tax Selections

- Sales
- VAT
- GST
- HST
- PST
- GST
- Usage
- Withholding Tax
- Other Tax
- Configure Tax Menu

4

Line Item Actions Delete Add

Add to Included Lines

5

# Invoice via PO Flip

## Additional Tax Options & Line Item Shipping

To configure additional tax options click Configure Tax Menu under the Tax Category drop down. Create new tax categories and as needed.

1. **Select** the **Line Item** to apply different tax rates to each line item.
2. **Click Line Item Actions > Add > Tax.** Upon **refresh**, the Tax fields will display for each selected line item.
3. **Click Remove** to remove a tax line item, if not necessary.
4. **Select** Category within each line item, then either populate the rate (%) or tax amount and click update.
5. **Enter** shipping cost to the applicable line items if line level shipping has been selected.

# Review Invoice Allowances and Charges

If Allowances and Charges are included in the PO, these will convert to the Invoice at either Invoice Header or Line Item Level based on where the information is on PO:

1. Header Allowance and Charges
2. Line level Allowance and Charges

No.	Include	Type	Part#	Description	Customer Part#	Quantity	Unit	Unit Price	Subtotal
2	<input checked="" type="checkbox"/>	MATERIAL	GOODS_02	Pro Mechanical Pencil Black Barrel, 0.5mm Line Width (package 12 each)		10	BX	25.00 EUR	250.00 EUR

**Pricing Details**

Price Unit: BX  Price Unit Quantity: 1

Unit Conversion: 1  Description:

---

**Shipping**

Ship From: Ariba\_TestSupplier - TEST  
Praha 5  
Czech Republic

Ship To: Sandbox Buyer - Test  
Praha  
Czech Republic

Deliver To: Cristian Mihalache  
2nd Floor, SI Team

**Shipping Cost**

Shipping Amount: 0.00 EUR 2 Shipping Date:

---

**Allowances and Charges**

Service Code:  Description:  Add Tax Remove

Start Date:  End Date:

Allowance:

**Summary**

Purchase Order: 20160416\_PO1

Invoice #:

Invoice Date: 15 Apr 2016

Remit To: Ariba\_TestSupplier - TEST

Praha 5  
Czech Republic  
Sandbox Buyer - Test  
Praha  
Czech Republic

---

**Tax**

Header level tax  Line level tax

Category: VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Low Reference:

---

**Shipping**

Header level shipping  Line level shipping

Ship From: Ariba\_TestSupplier - TEST 1

Praha 5  
Czech Republic

---

**Allowances and Charges**

Service Code:  Description:  Add Tax Remove

Start Date:  End Date:

Allowance:

# Invoice via PO Flip

## Detail Line Items

6. **Additional information** can be viewed at the Line Item Level by editing a Line Item.

Line Items 2 Line Items, 2 Included, 0 Previously Invoiced

Insert Line Item Options

Tax Category:   Shipping Documents  Special Handling  Discount [Add to Included Lines](#)

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	GOODS_01	Copy Paper White, A3, 80gsm (ream 500 sheets)		5	EA	0.50 EUR	2.50 EUR

### Create Invoice

[Done](#) [Cancel](#)

▼ Invoice Item \* Indicates required field [Line Item Actions](#)

Quantity: \*  Part #: GOODS\_01

Unit: EA

Unit Price: \*

Subtotal: 5.00 EUR

---

Description: Copy Paper White, A3, 80gsm (ream 500 sheets)

---

Pricing Details

Price Unit: \*  Price Unit Quantity: \*

Unit Conversion: \*  Description:

---

Inspection Date:

---

Shipping

Ship From: **Ariba\_TestSupplier - TEST**  
Praha 5  
Czech Republic

Ship To: **Sandbox Buyer - Test**  
Praha  
Czech Republic

Deliver To: Cristian Mihalache  
2nd Floor, SI Team

[View/Edit Addresses](#)

# Invoice via PO Flip

## Line Item Comments

1. To add comments at the line items select **Line Items**, then click at Line Item **Actions >Add > Comments**.
2. Upon refresh or **Update**, the Comments field will display. Enter applicable Comments in this field.
3. Click Next.

Line Item Actions ▾ Delete Add ▾

- Edit
- Add
- Shipping Documents
- Special Handling
- Pricing Details
- Discount
- Allowance
- Charge
- Comments 1
- Attachment

Update Save Exit Next 3

SAP  
Klaus P  
Data Po  
st visited 15 Apr 2016 1:00:27 AM | Ariba\_TestSupplier - TEST | AN01039429698-T  
of Use  
© 1996–2016 Ariba, Inc. All rights reserved.

Comments 2  Remove

[Having Problems?](#)

# Invoice via PO Flip

## Against Goods Receipt

You are required to include only received quantities on invoices.

1. **Click the INBOX tab.**
2. **Select** the Purchase Order you wish to invoice against.
3. **Select** the item(s) from the Receipt List that you would like to invoice.
4. **The invoice is now pre-populated** with the items within the Goods Receipt. You now have the ability to select the items to include and/or modify the Quantities on the invoice.

Select the Receipt(s) that will be invoiced Next Cancel

Receipt List			
<input checked="" type="checkbox"/> Receipt Number ↑	Customer	Date	Routing Status
<input checked="" type="checkbox"/> GRN.GRNFlip.01	Buyer Ruiz	29 Oct 2014 3:50:28 PM	Sent
<input checked="" type="checkbox"/> GRN.GRNFlip.02	Buyer Ruiz	29 Oct 2014 3:51:38 PM	Sent

Next Cancel

GOODS 3 Line Items 3 Included 0 Previously Invoiced

Insert Line Item Options Add to Included Lines

Tax Category: 4  Special Handling  Discount

<input type="checkbox"/>	No.	Include	Receipt #	Receipt Line #	Part #	Description	Quantity	Unit	Original Price	Unit Price	Subtotal
<input type="checkbox"/>	1	✓	GRN.GRNFlip.01	1	N160INSTLL	N160INSTLL	8	EA	\$400.00 USD	\$3,200.00 USD	
<input type="checkbox"/>	1	✓	GRN.GRNFlip.02	1	N160INSTLL	N160INSTLL	2	EA	\$400.00 USD	\$800.00 USD	
<input type="checkbox"/>	2	✓	GRN.GRNFlip.02	2	TTTTFCTH03	TTTTFCTH03	20	EA	\$100.00 USD	\$2,000.00 USD	

Line Item Actions Delete

# Invoice via PO Flip Against Ship Notice

You are required to include only shipped quantities on invoices.

1. **Click the INBOX tab.**
2. **Select** the Ship Notice you wish to invoice against.
3. **The invoice is now pre-populated** with the items within the Ship Notice. You now have the ability to select the items to include and/or modify the Quantities on the invoice.

**Select Ship Notices to be Invoiced** Next Cancel

---

**Ship Notice List**

	Packing Slip ID ↑	Customer	Date	Routing Status
<input checked="" type="checkbox"/>	123-456	KK DG Sherpa LLC - TEST	31 Jul 2015 8:39:54 AM	Sent
<input checked="" type="checkbox"/>	333-444	KK DG Sherpa LLC - TEST	31 Jul 2015 8:42:27 AM	Sent

Next Cancel

**Insert Line Item Options** Add to Included Lines

Tax Category:   Shipping Documents  Special Handling  Discount

No.	Include	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL	VCT12303 Victor Technology Desktop Calculator - 12-Digit; Two-Color Print/Display		50	EA	\$99.95 USD	\$4,997.50 USD
<b>SHIP NOTICE DETAILS</b> Ship Notice #: 123-456 Ship Notice Line #:1								
<input type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL	VCT12303 Victor Technology Desktop Calculator - 12-Digit; Two-Color Print/Display		50	EA	\$99.95 USD	\$4,997.50 USD
<b>SHIP NOTICE DETAILS</b> Ship Notice #: 333-444 Ship Notice Line #:1								
<input type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL	VCT12303 Victor Technology Desktop Calculator - 12-Digit; Two-Color Print/Display		55	EA	\$5.50 USD	\$302.50 USD
<b>SHIP NOTICE DETAILS</b> Ship Notice #: 333-444 Ship Notice Line #:2								
<input type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL	VCT12303 Victor Technology Desktop Calculator - 12-Digit; Two-Color Print/Display		10	EA	\$3.30 USD	\$33.00 USD
<b>SHIP NOTICE DETAILS</b> Ship Notice #: 123-456 Ship Notice Line #:2								



# Invoice For Services

## Add Service Lines to Invoices

1. **Select the Add dropdown menu and select Add General Service OR Add Labor Service.**
2. **Enter details for General or Labor Service.** General Service lines ask for limited details, including Service Start and End dates. Labor Service contains additional fields includes rate, term, and contractor information.

Line Items 1 Line Items, 1 Included, 0 Previously Invoiced

Insert Line Item Options  Tax Category:   Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00 CZK

Service Period Service Start Date:  Service End Date:

Line Item Actions   1

- Add General Service
- Add Labor Service
- Add Material

Turn on Error Dump  Hide/Show XML

Insert Line Item Options  Tax Category:   Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	\$0.00 USD

Rate 2

*Term	*Rate	*Unit
<input type="text"/>	<input type="text"/>	<input type="text"/>

Time Sheet Number:

Contractor Name:

Contractor Identifier: (no value)

Job Description:

Supervisor Name:

Work Location:

Address 1:

Address 2:

Address 3:

City:

State: (no value)

Zip:

Country: (no value)

This selection will refresh the page content.

Line Items

Insert Line Item Options  Tax Category:

No.	Include	Type	Part #	Description
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE	<input type="text"/>	<input type="text"/>

Service Period 2 Service Start Date:  Service End Date:

Line Item Actions

# Review, Save, or Submit Invoice

## PO-Flip Invoice

1. **Review** your invoice for accuracy from the Review page. Scroll down the page to view all line item details and invoice totals.
2. If no changes are needed, click **Submit** to send the invoice to Nouryon.
3. If changes are needed, click **Previous** to return to previous screens and make corrections before submitting.
4. Alternatively, **Save** your invoice at anytime during invoice creation to work on it later.
5. You may resume working on the invoice by selecting it from **Outbox>Drafts** on your Home page.
6. You can keep draft invoices for up to 7 days.

Create Invoice

Update Save Exit Next

Create Invoice

! Please correct the following errors and resubmit

▼ Invoice Header

Summary

Purchase Order: PO80001005

Invoice #: \*

! Required field

Invoice\* Date: 22 Apr 2016

Remit To: 333 MAIN ST

Bank Account: Bill To:

Ariba Network

HOME INBOX **OUTBOX** CATALOGS ENABLEMENT TASKS REPORTS

Invoices Order Confirmations Ship Notices Drafts **5**

Drafts

**Note:** In the event of errors, there will be a notification in red where information must be corrected

# Invoice from a Service Sheet

## Locate Approved Service Sheet

**Ariba Network** | Test Mode | Company Settings | Help Center >>

HOME | INBOX | **OUTBOX** | CATALOGS | REPORTS | CSV Documents | Create

Invoices | Order Confirmations | Ship Notices | **Service Sheets** | Drafts

**Service Sheets**

Search Filters

Service Sheets (2)

<input type="checkbox"/>	Service Sheet #	Customer	Related PO	Date	Amount	Routing Status	Status
<input type="checkbox"/>	<a href="#">ServiceSheet123</a>	Ariba Ready Test	<a href="#">ServicePOExample</a>	1 Mar 2017	\$128.50 USD	Acknowledged	Approved
<input checked="" type="checkbox"/>	<a href="#">12345</a>	Ariba Ready Test	<a href="#">4700372768</a>	28 Feb 2017	\$128.50 USD	Sent	Sent

↳ [Create Invoice](#) [Edit](#)

1. Click **Outbox** and select **Service Sheets** Tab.
2. Select the checkbox next to the approved Service Sheet and click the **Create Invoice** button to open up the **Create Invoice** screen **OR** click the **Service Sheet #** to open the Service Sheet for review before invoicing.

**Note:** You will ONLY be able to create an invoice against an Approved Service Sheet.

# Invoice from a Service Sheet

## Invoice Header Information

Invoice information will automatically pre-populate from the Service Sheet.

- 1. Complete** all fields marked with required with an asterisk (\*). Enter your Invoice Number. Invoice date will automatically populate.

Create Invoice

---

▼ Invoice Header
\* Indicates required field

**Summary**

Purchase Order: ServicePO1

① Invoice #: \*

Invoice Date: ⓘ 11 Apr 2017

Supplier Tax ID:

Remit To: SMO Supplier 1

Cleveland, OH  
United States

Bill To: SMO Buyer

Pittsburgh, PA  
United States

Subtotal: \$0.00 USD

Total Tax: \$0.00 USD

Total Gross Amount: \$0.00 USD

Total Net Amount: \$0.00 USD

Amount Due: \$0.00 USD

Tax

Shipping Cost

Shipping Documents

Special Handling

Discount

Additional Reference Documents and Dates

Comment

Attachment

**Note:** Add to Header button allows shipping cost, shipping documents, amount details, special handling, and additional reference documents and dates. Comments and attachments may also be added at header.



# Invoice from a Service Sheet

## Header Level Detail

Header Level information can be entered after the screen refreshes. Complete each section as needed before proceeding to the Line Section.

The Additional Fields section includes optional fields such as reference numbers, service period dates, and Approver Email.

**Note:** Some fields at the Header Level might be required by your customer. Check for fields marked with an asterisk (\*), and enter information as required.

### Shipping

Header level shipping ⓘ  Line level shipping ⓘ

Ship From: **SMO Supplier 1**  
Cleveland, OH  
United States

Ship To: **SMO Buyer**  
Pittsburgh, PA  
United States [View/Edit Addresses](#)

Deliver To:

---

### Payment Term

Discount or Penalty Term(days): ⓘ  Percentage(%):\*  [Add Discount/Penalty Term](#)

---

### Additional Fields

Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: **SMO Supplier 1**  
Cleveland, OH  
United States

Customer: **SMO Buyer**  
Pittsburgh, PA  
United States [View/Edit Addresses](#)

Bill From: **SMO Supplier 1**  
Cleveland, OH  
United States

Service Start Date:

Service End Date:

Email:  [View/Edit Addresses](#)

### Field Contractor

Name:

Email:

Phone: USA 1

### Field Engineer

Name:

Email:

Phone: USA 1

### Approver

Name:\*

Email:\*

Phone: USA 1

# Invoice from a Service Sheet

## Line Item Details

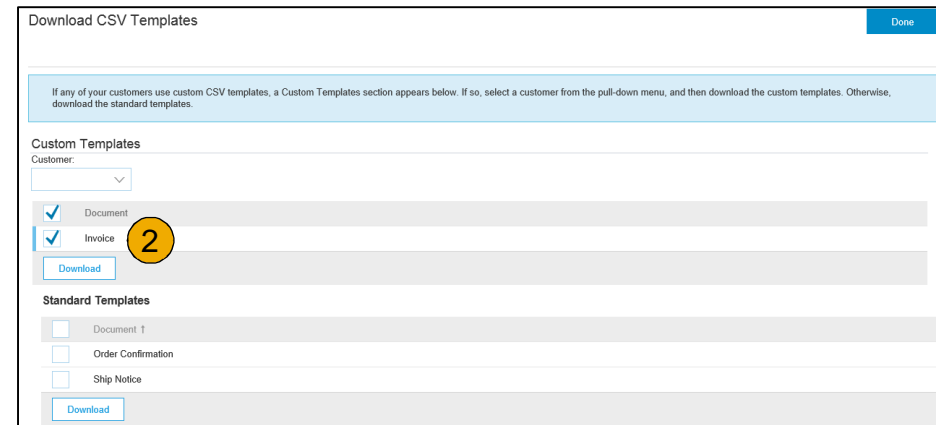
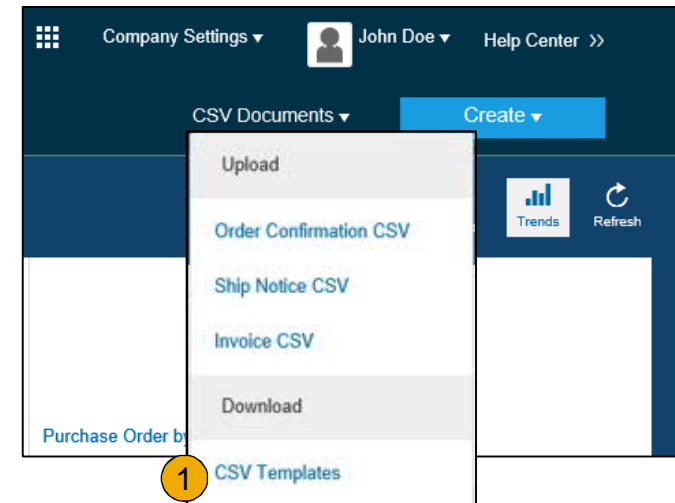
Invoice information will automatically pre-populate from the Service Sheet.

1. **Add** line level information, including comments and attachments, by selecting the line and clicking the **Line Item Actions** button. The screen will automatically refresh and you will be able to fill in the detail.
2. **Update** each line item as needed until all items are complete.
3. **Click Next** to proceed to review screen.
4. **From** the Review Screen, check your Invoice for accuracy. If there are errors, click **Previous** to return to the Create Invoice screen and make corrections. To submit to your customer after corrected, click the **Submit** Button.

# Invoice via CSV

## Download Template

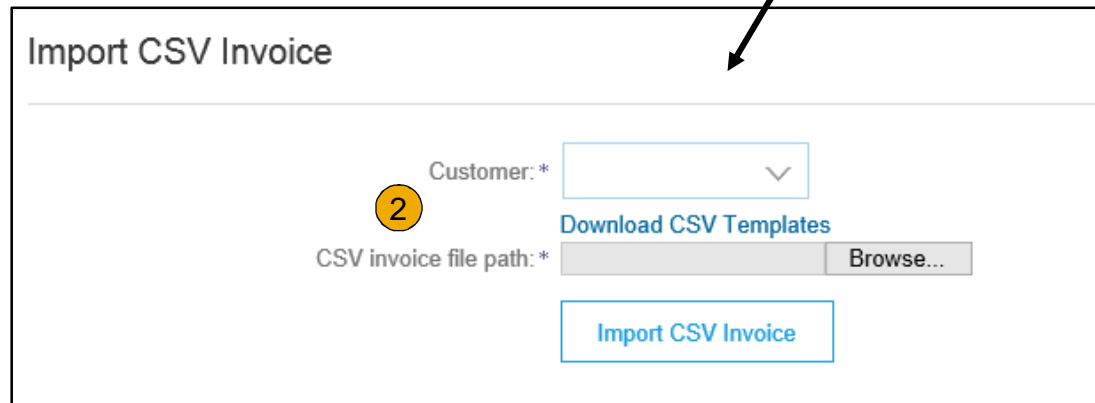
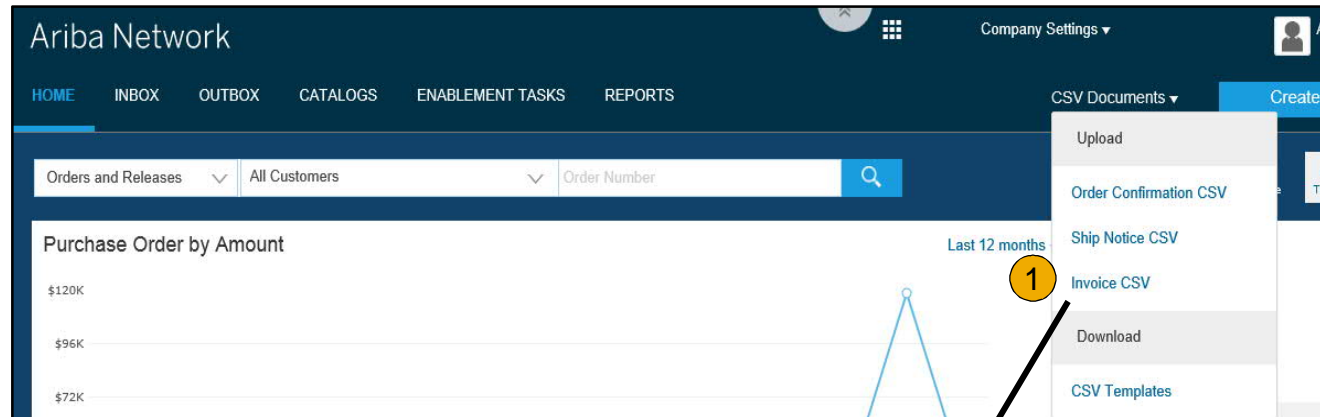
1. **Access** a customer's CSV file template, by going to **CVS Documents** and choosing **CSV Templates** under Download.
2. **Select** the correct template by finding Nouryon on the drop down menu, checking the radio button for Invoice, and clicking Download.
3. **Populate** the template and upload it from Create> CSV Invoice > Browse > Import.
4. **CSV files** are processed by Ariba Network and forwarded to the customer in the form of cXML message.
5. **For more information**, please read the CSV Upload Guide available from the Supplier Information Portal.



# Invoice via CSV

## Upload Completed CSV

1. **Populate** the template and upload it from **CSV Documents > Upload > Invoice CSV**.
2. **CSV files** are processed by Ariba Network and forwarded to the customer in the form of cXML message.
3. **For more information**, please read the CSV Upload Guide available from the Supplier Information Portal.





# Create a Credit Memo

## Line Level Detail

To create a line level credit memo against an invoice:

1. **Select** the **OUTBOX** tab.
2. **Select** your previously created invoice.
3. **Click** the button on the Invoice screen for **Create Line-Item Credit Memo**.
4. **Complete** information in the form of Credit Memo (the amount and taxes will automatically be negative). Make sure that all required fields marked with asterisks (\*) are filled in.
5. **Click Next**.
6. **Review** Credit Memo.
7. **Click Submit**.

**Ariba Network** (1)

HOME INBOX **OUTBOX** CATALOGS REPORTS

Invoices Order Confirmations Ship Notices Drafts

Invoices

Search Filters

Invoices (1)

Invoice #	Customer	Reference	Submit Method	Origin	Source Doc	Date
INV_20150415	Ariba, Inc. - TEST	20150415_PO1	Online	Supplier	Order	15 Apr 2016

Create Line-Item Credit Memo (3) Edit Copy Create Non-PO Invoice

---

Line Items (4)

4 Line Items, 4 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
4	<input checked="" type="checkbox"/>	MATERIAL	JKL012	WIDGET 4		-1	EA	\$6.60 USD	\$-6.60 USD
5	<input checked="" type="checkbox"/>	MATERIAL	MNO345	WIDGET 5		-3	EA	\$5.16 USD	\$-15.48 USD
6	<input checked="" type="checkbox"/>	MATERIAL	PQR678	WIDGET 6		-1	EA	\$5.40 USD	\$-5.40 USD
7	<input checked="" type="checkbox"/>	MATERIAL	STU901	WIDGET 7		-1	EA	\$5.16 USD	\$-5.16 USD

Line Item Actions Delete

Turn on Error Dump Hide/Show XML

Update Exit Next (5)

(6)

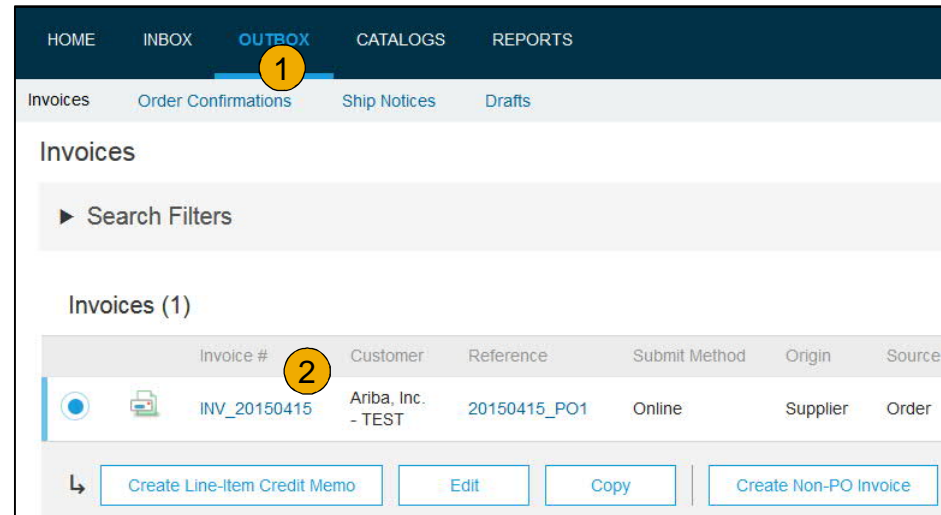
Subtotal: \$-32.64 USD  
 Total Tax: \$-2.28 USD  
 Total Shipping: \$-12.00 USD  
 Total Gross Amount: \$-46.92 USD  
 Total Net Amount: \$-46.92 USD  
 Amount Due: \$-46.92 USD

Previous Submit (7) Exit

# Copy an Existing Invoice

To copy an existing invoice in order to create a new invoice:

1. **Select** the **OUTBOX** Tab.
2. **Either Select** the radio button for the invoice you want to copy, and click Copy. OR Open the invoice you want to copy.
3. **On the Detail** tab, click **Copy This Invoice**.
4. **Enter** an new invoice number.
5. **For VAT lines**, make sure the date of supply at the line level is correct.
6. **Edit** the other fields as necessary.
7. **Click Next**, review the invoice, and save or submit it.



# Search for Invoice

## (Quick & Refined)

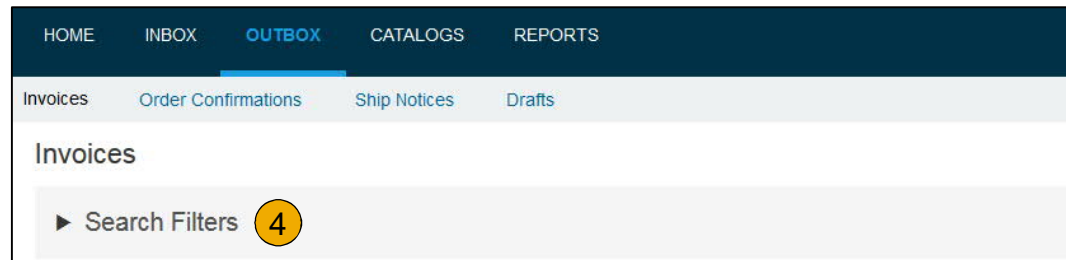
### Quick Search:

1. From the Home Tab, Select Invoices in the Document type to search.
2. Select Nouryon from Customer Drop down menu.
3. Enter Document # , if known. Select Date Range, up to 90 days for Invoices and Click Search.



**Refined Search:** Allows a refined search of Invoices within up to 90 last days.

4. Search Filters from Outbox (Invoices).
5. Enter the criteria to build the desired search filter.
6. Click Search.



# Check Invoice Status

## Routing Status To Your Customer

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### Check Status:

If you configured your Invoice Notifications as noted earlier in this presentation, you will receive emails regarding invoice status.

You can also check invoice status from the **Outbox** by selecting the invoice link.

### Routing Status

Reflects the status of the transmission of the invoice to Nouryon via the Ariba Network.

- **Obsoleted** – You canceled the invoice
- **Failed** – Invoice failed Nouryon invoicing rules. Nouryon will not receive this invoice
- **Queued** – Ariba Network received the invoice but has not processed it
- **Sent** – Ariba Network sent the invoice to a queue. The invoice is awaiting pickup by the customer
- **Acknowledged** – Nouryon invoicing application has acknowledged the receipt of the invoice

# Check Invoice Status

## Review Invoice Status With Your Customer

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### Invoice Status

Reflects the status of Nouryon's action on the Invoice.

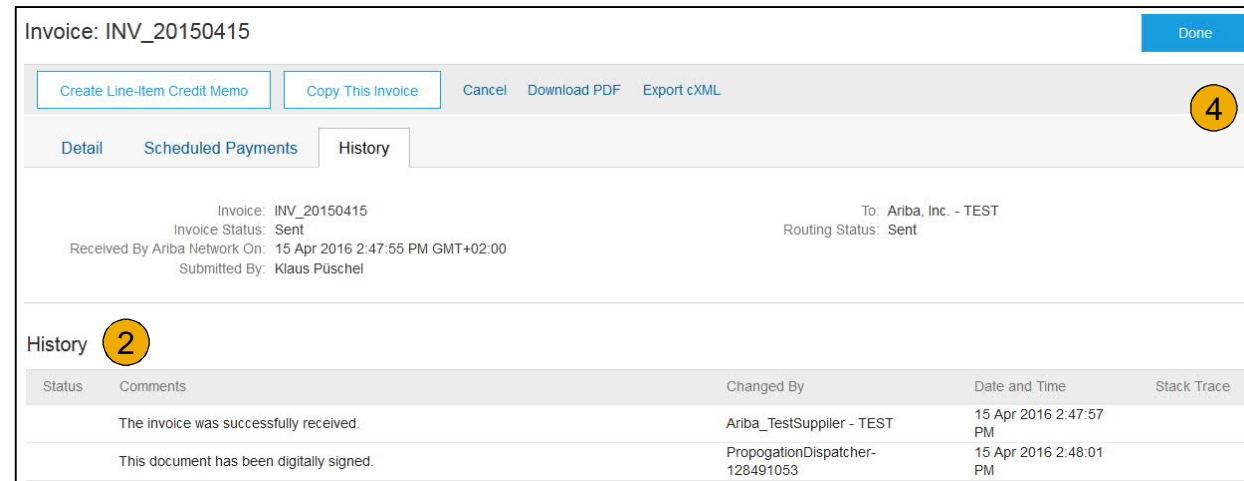
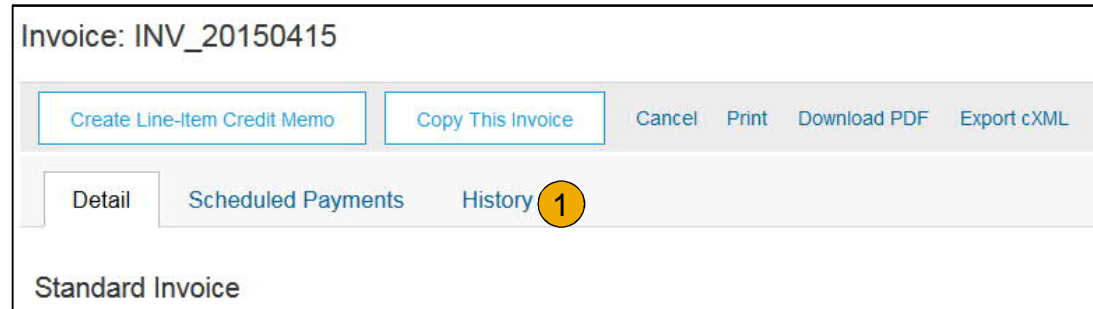
- **Sent** – The invoice is sent to the Nouryon but they have not yet verified the invoice against purchase orders and receipts
- **Cancelled** – Nouryon approved the invoice cancellation
- **Paid** – Nouryon paid the invoice / in the process of issuing payment. Only if Nouryon uses invoices to trigger payment.
- **Approved** – Nouryon has verified the invoice against the purchase orders or contracts and receipts and approved it for payment
- **Rejected** – Nouryon has rejected the invoice or the invoice failed validation by Ariba Network. If Nouryon accepts invoice or approves it for payment, invoice status updated to Sent (invoice accepted) or Approved (invoice approved for payment)
- **Failed** – Ariba Network experienced a problem routing the invoice

# Review Invoice History

## Check Status Comments

Access any invoice:

1. **Click** on the History tab to view status details and invoice history.
2. **History and status comments** for the invoice are displayed.
3. **Transaction history** can be used in problem determination for failed or rejected transactions.
4. **When you are done** reviewing the history, click Done.



# Modify an Existing Invoice

## Cancel, Edit, and Resubmit

1. Click the **Outbox** tab.
2. In the **Invoice #** column, click a link to view details of the invoice.
3. Click **Cancel**. The status of the invoice changes to **Canceled**.
4. Click the **Invoice #** for the failed, canceled, or rejected invoice that you want to resubmit and click **Edit**.
5. Click **Submit** on the Review page to send the invoice.

Ariba Network

HOME INBOX **OUTBOX** CATALOGS ENABLEMENT TASKS REPORTS CSV Documents Create

Invoices Order Confirmations Ship Notices Drafts

Invoices

Search Filters

Invoice #	Customer	Reference	Submit Method	Date	Amount	Routing Status	Invoice Status
XYZ123456	SMO Buyer	PO725498	Online	14 Oct 2015	\$46.92 USD	Sent	Sent
XYZ12345	SMO Buyer	Non-PO	Online	9 Sep 2015	\$369.35 USD	Sent	Sent

Create Line-Item Credit Memo Edit Copy Create Non-PO Invoice

Invoice: XYZ123456

Copy This Invoice Cancel Print Download PDF Export cXML

Detail Scheduled Payments History

Cancel Invoice?

Are you sure you want to cancel this invoice?

Yes No

# Download Invoice Reports

## Learn About Transacting

Reports help provide additional information and details on transactions on the Network in a comprehensive format.

1. **Click the Reports** tab from the menu at the top of the page.
2. **Click Create.**

Ariba Network

Company Settings | John Doe | Help Center

HOME INBOX OUTBOX CATALOGS ENABLEMENT TASKS **REPORTS** CSV Documents Create

Reports

Use CSV reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application does not read [More](#)

Report Templates

Title ↑	Schedule Type	Report Type	Status	Last Run	Next Run	Created	Created By	Report Size
No items								

Run Download Edit Copy Delete Create Refresh Status

- **Invoice reports** provide information on invoices you have sent to customers for tracking invoices over time or overall invoice volume for a period of time.
- **Failed Invoice reports** provide details on failed and rejected invoices. These reports are useful for troubleshooting invoices that fail to route correctly.
- Reports can be created by Administrator or User with appropriate permissions.
- **Bronze** (and higher) members may choose **Manual** or **Scheduled** report. Set scheduling information if Scheduled report is selected.



# Invoice Reports

3. **Enter** required information. Select an Invoice report type — **Failed Invoice or Invoice**.
4. **Click Next**.
5. **Specify Customer** and **Created Date** in Criteria.
6. **Click Submit**.
7. You can view and download the report in CSV format when its status is **Processed**.

Report

Enter a title and description for this report. Check the Time Zone and Language settings. You can set the Time Zone and [More](#)

1 Report Description

2 Criteria

3 Title:\*

Description:

Time zone: US/Michigan

Language: English

Report Type:\* Select

Next Exit

- Select
- Early Payment Detail
- Failed Invoice
- Failed Order
- Invoice
- Order Summary
- Payment Transactions
- Order
- Remittance Advice Details
- SCF Trade Details Reports

For more detailed instructions on generating reports, refer to the **Ariba Network Transactions Guide** found on the **HELP** page of your account.

Report

1 Report Description

2 Criteria

5 Customer: All Customers [Select](#)

Filter Invoice By: Date Invoice Created

Date Range: 21 Feb 2017 To 28 Feb 2017

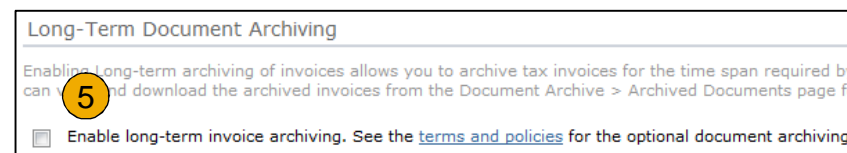
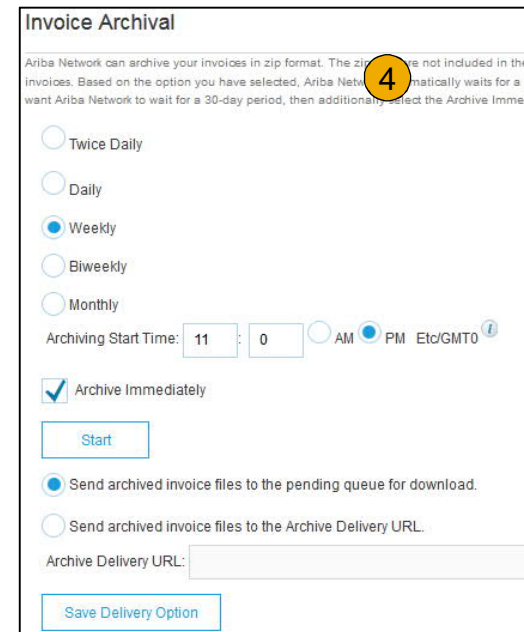
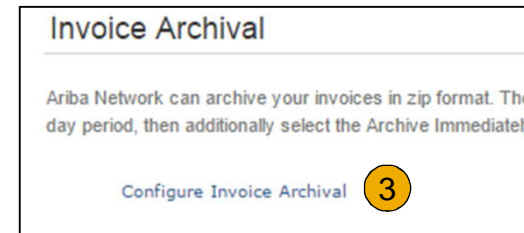
6

Previous Submit Exit

# Invoice Archival


Configuring invoice archiving allows you to specify the frequency, immediacy, and delivery of zipped invoice archives. If you wish to utilize it, please follow these steps:

1. From the **Company Settings** dropdown menu, select **Electronic Invoice Routing**.
2. Select the tab **Tax Invoicing and Archiving**.
3. Scroll down to **Invoice Archival** and select the link for **Configure Invoice Archival**.
4. Select **frequency** (Twice Daily, Daily, Weekly, Biweekly or Monthly), choose Archive Immediately to archive without waiting 30 days, and click **Start**.
  - If you want Ariba to deliver automatically archived zip files to you, also enter an Archive Delivery URL (otherwise you can download invoices from your Outbox, section Archived Invoices).
  - **Note:** After **Archive Immediately** started you can either **Stop** it or **Update Frequency** any time.
5. You may navigate back to the **Tax Invoicing and Archiving** screen in order to subscribe to **Long-Term Document Archiving** for an integrated archiving solution. (More details within the Terms and Policies link.)



# Regional Considerations

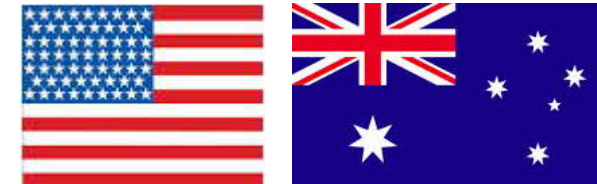
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Auto-Invoicing

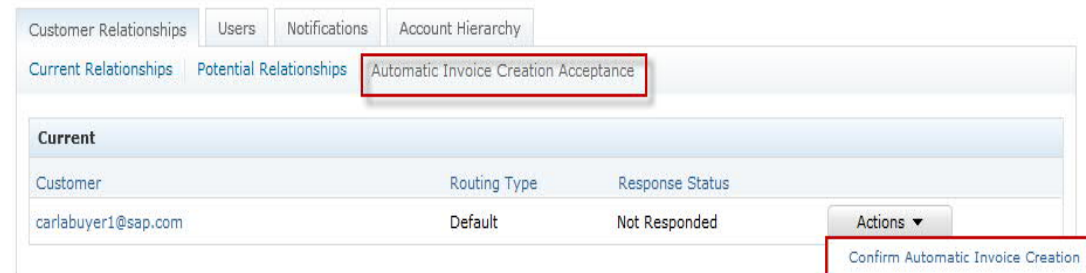
# Auto-Invoice Against Goods Receipts

If your customer supports the **Auto-Invoice Feature** you will be able to enable it in your Ariba Network account.. This feature is only supported for Buyers/Seller located in USA or Australia.



Suppliers must consent to automatic invoice creation. To consent, complete the following steps:

- From the **Company Settings** dropdown menu, select **Customer Relationships**
- If this option is available, you will click **Automatic Invoice Acceptance**
- Locate your **customer**, from the **Actions** dropdown menu, select **Confirm Automatic Invoice Creation**



- Once enabled, invoices will be auto generated when the Buyer sends a Goods Receipts via Ariba Network.
- Depending on the Goods Receipt type either Invoices or Credit Memos are created.



# Ariba Network Help Resources

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[Ariba.com Links](#)

[Troubleshoot Your Invoices](#)

# Customer Support

## Supplier Support During Deployment



### Ariba Network Registration or Configuration Support

- Registration
- Supplier Fees
- Account Configuration
- General Ariba Network questions

### Other Help

- [Useful Links](#)
- [Standard Documentation](#)



### Nouryon Enablement Business Process Support

- Business-Related Questions



### Nouryon Supplier Information Portal

- [How to Find the Supplier Information Portal](#)

## Supplier Support Post Go-Live



### Global Customer Support

Click the icon to the left to find the appropriate support line.

### Online Help

- [Help Center](#)

# Training & Resources

## Nouryon Supplier Information Portal

1. **Select** the Company Settings Menu in the top right corner and then click the Customer Relationships link.
2. **Select** the Nouryon to view transactional rules:  
The Customer Invoice Rules determine what you can enter when you create invoices.
3. **Select** Supplier Information Portal to view documents provided by your buyer.

The screenshot displays the 'Account Settings' page. On the right, the 'Company Settings' dropdown menu is open, with 'Customer Relationships' highlighted and circled with a yellow '1'. The main content area shows the 'Customer Relationships' tab selected, with sub-tabs for 'Current Relationships' and 'Potential Relationships'. Under 'Current Relationships', there are radio buttons for 'Automatically accept all relationship requests' (selected) and 'Manually review all relationship requests'. Below this is an 'Update' button. A 'Pending' section shows a 'Customer' entry with 'Approve' and 'Reject' buttons. A 'Current' section lists customers: 'Ariba Inc.' (circled with a yellow '2') and 'Pouliot Industries'. Next to 'Ariba Inc.' is a link for 'Supplier Information Portal' (circled with a yellow '3').

# Useful Links

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## Useful Links

- **Ariba Supplier Pricing page** - <http://www.ariba.com/suppliers/ariba-network-fulfillment/pricing>
- **Ariba Network Hot Issues and FAQs** - <https://connect.ariba.com/anfaq.htm>
- **Ariba Cloud Statistics** – <http://trust.ariba.com>
  - Detailed information and latest notifications about product issues and planned downtime - if any - during a given day
- **Ariba Discovery** - <http://www.ariba.com/solutions/discovery-for-suppliers.cfm>
- **Ariba Network Notifications** - <http://netstat.ariba.com>
  - Information about downtime, new releases and new features



# Troubleshoot Your Invoice Issues

What does this error message mean?

I've submitted an invoice. Now what?

How do I edit and resubmit an invoice that I've sent?

What should I do if my invoice has been rejected?

Can I resend a failed or rejected invoice with the same invoice number?

How do I tell when my invoice will be paid?

[Back to Invoicing](#)

**Thank you for joining the  
Ariba Network!**