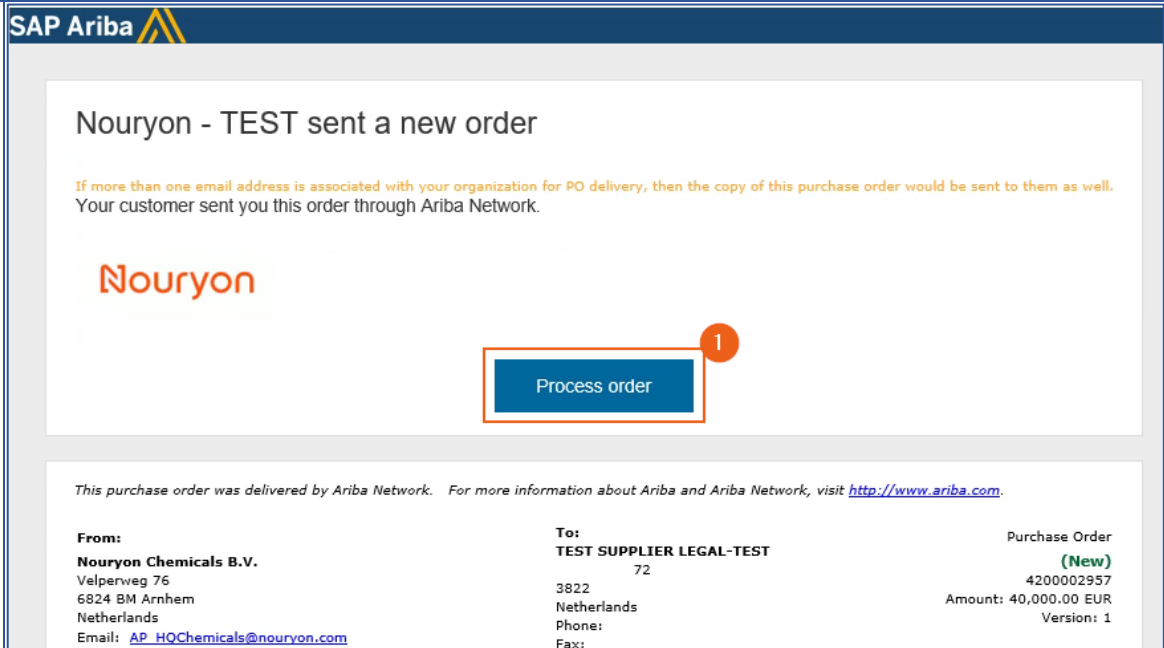


Guidelines for suppliers

Chapter 1 - Process PO and create Account for the first time or Login with your existing Ariba Account

When you receive the first PO from Nouryon via the Ariba Network, please make sure to set-up the relationship correctly.

1) Click on Process Order



SAP Ariba

Nouryon - TEST sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well. Your customer sent you this order through Ariba Network.

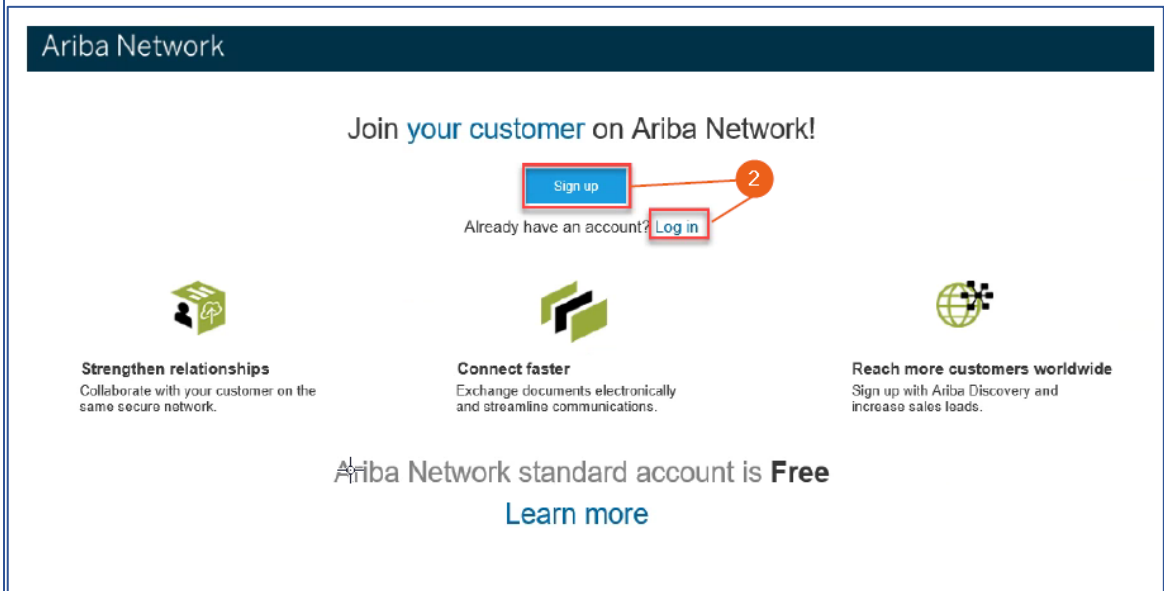
Nouryon

Process order 1

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <http://www.ariba.com>.

From: Nouryon Chemicals B.V. Velperweg 76 6824 BM Arnhem Netherlands Email: AP_HOChemicals@nouryon.com	To: TEST SUPPLIER LEGAL-TEST 72 3822 Netherlands Phone: Fax:	Purchase Order (New) 4200002957 Amount: 40,000.00 EUR Version: 1
--	---	---

2) You are prompted to sign up to Ariba to make an account to link with your customer Nouryon, or to Log in with an already existing account to link your existing account with your customer Nouryon.




Ariba Network


Join your customer on Ariba Network!

Sign up 2


Already have an account? **Log in**



Strengthen relationships
Collaborate with your customer on the same secure network.



Connect faster
Exchange documents electronically and streamline communications.



Reach more customers worldwide
Sign up with Ariba Discovery and increase sales leads.

Ariba Network standard account is **Free**

[Learn more](#)

If you have chosen to 'Sign Up' in step 2, you are prompted to complete the following:

- 1) Company Information
- 2) User account information
- 3) Tick the box to agree to the Terms of Use and the Ariba Privacy Statement
- 4) Click on 'Register' to complete your registration

3) At the Ariba homepage you always have the opportunity to upgrade your standard account to an enterprise account. To read more please visit our [supplier portal](#)

4) Under 'Company Settings' you can manage your company profile settings

5) Under 'Your Name' you can manage your user profile settings

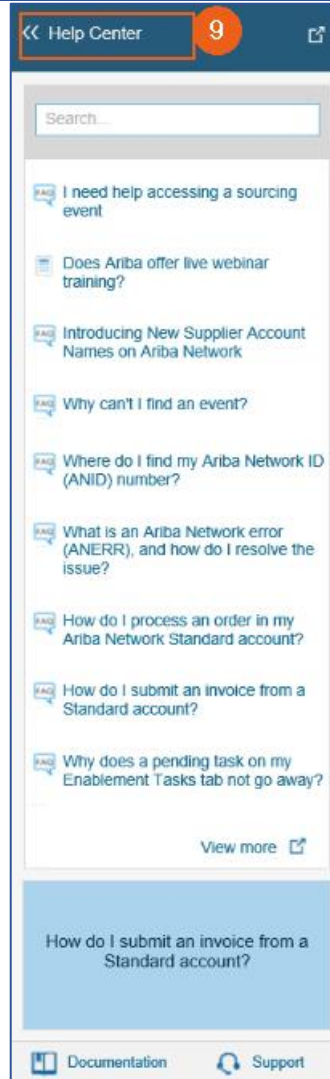
6) If you click on 'Help Center' the help center is opened (see step 9).

7) On the 'Home' tab you can view the POs sent by your customer. You cannot open the POs directly from this screen if you have a standard account. You need to enter the PO via the email (see step 10)


8) In case you lost the email (see step 10) you can click on 'Select' to have the Ariba system send you a copy of the PO to take action.

Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action
4200002973	Nouryon - TEST	New	\$1,000.00 USD	9 Aug 2019	\$0.00 USD	Select
4200002958	Nouryon - TEST	New	\$960,000.00 USD	8 Aug 2019	\$0.00 USD	Select
4200002954	Nouryon - TEST	New	40,000.00 EUR	8 Aug 2019	0.00 EUR	Select
4200002948	Nouryon - TEST	New	40,000.00 EUR	8 Aug 2019	0.00 EUR	Select
4200002947	Nouryon - TEST	New	40,000.00 EUR	8 Aug 2019	0.00 EUR	Select

9) In the help center you can search for Frequently Asked Questions, you can start a chat with an Ariba Support Officer and you can create a request to e.g. have an Ariba support officer call you. **Ariba provides support in multiple languages if needed**




10) After your Ariba Network account has successfully been set-up and linked to your customer Nouryon, it is time to process the Purchase Order. You need to enter the PO via the email by clicking on 'Process order'

SAP Ariba 

Nouryon - TEST sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.
Your customer sent you this order through Ariba Network.



Process order 10

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <http://www.ariba.com>.

<p>From: Nouryon Chemicals B.V. Velperweg 76 6824 BM Arnhem Netherlands Email: AP_HQChemicals@nouryon.com</p>	<p>To: TEST SUPPLIER LEGAL-TEST 72 3822 Netherlands Phone: Fax:</p>	<p>Purchase Order (New) 4200002957 Amount: 40,000.00 EUR Version: 1</p>
--	---	--

When you are in the Purchase Order on the Ariba Network there are multiple actions that you can take

11) 'Create Service Sheet' Details on the Service Sheet in the second chapter.

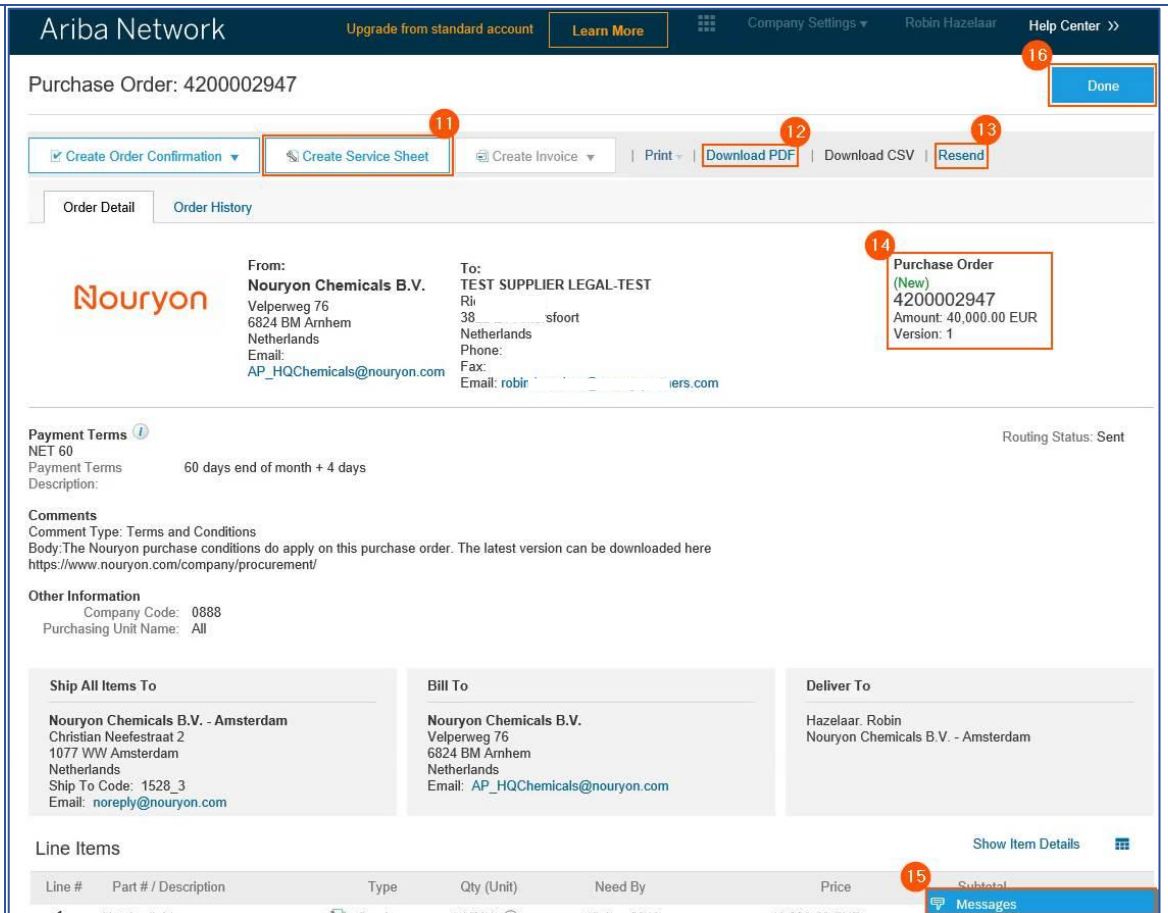
12) 'Download PDF' for e.g. archiving purposes.

13) The 'Resend' button has the same functionality as explained in step 8. The PO is resent to your mailbox for e.g. archiving purposes.

14) Here you can view the PO # and status. In this example the PO has status **New**

15) In case of questions about the Purchase Order you can sent the requester from your customer Nouryon an Ariba Message and start a chat

16) If you click on 'Done' you will be redirected to the Ariba Network homepage



Ariba Network Upgrade from standard account [Learn More](#) Company Settings ▾ Robin Hazelaar Help Center >>

Purchase Order: 4200002947 Done

Create Order Confirmation ▾
 11 Create Service Sheet
 Create Invoice ▾
 | Print ▾ | **12** Download PDF | Download CSV | **13** Resend

Order Detail | Order History

Nouryon
14 Purchase Order (New)
4200002947
Amount: 40,000.00 EUR
Version: 1

From: Nouryon Chemicals B.V.
 Velperweg 76
 6824 BM Arnhem
 Netherlands
 Email: AP_HQChemicals@nouryon.com

To: TEST SUPPLIER LEGAL-TEST
 Ri
 38 sfoort
 Netherlands
 Phone:
 Fax:
 Email: robir iers.com

Payment Terms i
 NET 60 Routing Status: Sent
 Payment Terms: 60 days end of month + 4 days
 Description:

Comments
 Comment Type: Terms and Conditions
 Body: The Nouryon purchase conditions do apply on this purchase order. The latest version can be downloaded here <https://www.nouryon.com/company/procurement/>

Other Information
 Company Code: 0888
 Purchasing Unit Name: All

Ship All Items To	Bill To	Deliver To
Nouryon Chemicals B.V. - Amsterdam Christian Neefestraat 2 1077 WW Amsterdam Netherlands Ship To Code: 1528_3 Email: noreply@nouryon.com	Nouryon Chemicals B.V. Velperweg 76 6824 BM Arnhem Netherlands Email: AP_HQChemicals@nouryon.com	Hazelaar, Robin Nouryon Chemicals B.V. - Amsterdam

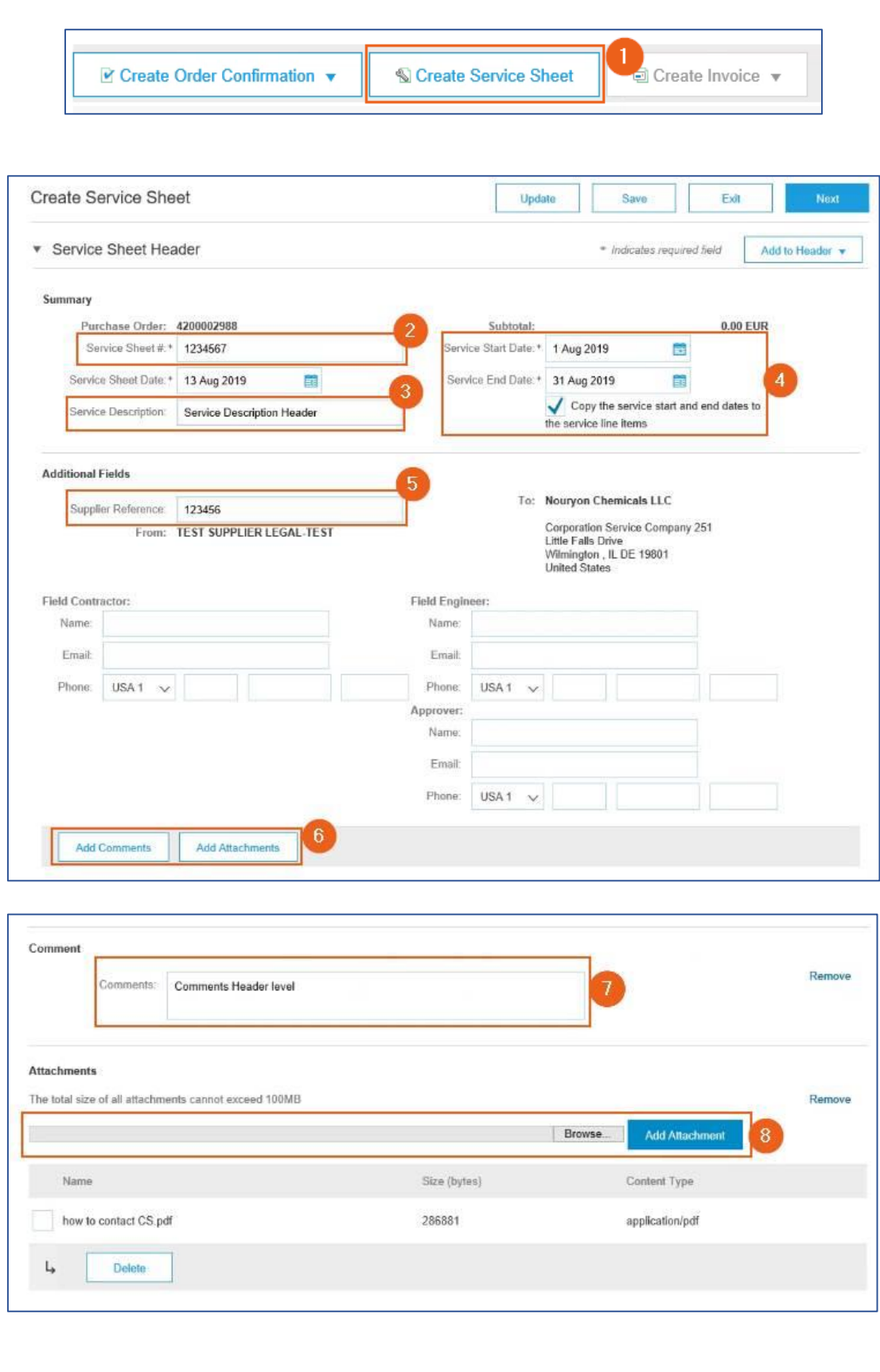
Line Items Show Item Details ☰

Line #	Part # / Description	Type	Qty (Unit)	Need By	Price	Subtotal
1	Net...	...	1 (EA)	15-09-2019	40,000.00 EUR	

15 Messages

Chapter 2 – Creating a Service Sheet in Ariba

- 1) If you open the PO of your customer Nouryon via the 'Process Order' button in the email, you also have the option to 'Create Service Sheet'
- 2) Put in a Service Sheet #. Please note that this field has a character limit of **16 characters**. You can enter your internal reference number
- 3) Provide information in the Service Description on the scope of the entire Service Sheet
- 4) Put the Start Date and End Date of the Service for which this Service Sheet is applicable, e.g. the month of August. If you tick the box the Service Start Date and End Date will be copied to the Service Sheet line items
- 5) Here you can put your internal Reference # (you can copy the internal matter (reference) number from step 2)
- 6) In case you need to add Attachments, e.g. time sheets, or Comments you can click on these buttons
- 7) If you have clicked on 'Comments' in step 6, the field becomes available.
- 8) If you have clicked on 'Attachments' in step 6, the field becomes available, and you can browse for attachments to add.



The screenshot shows the 'Create Service Sheet' interface in SAP Ariba. At the top, there are three buttons: 'Create Order Confirmation', 'Create Service Sheet' (highlighted with a red box and callout 1), and 'Create Invoice'. Below this is the 'Create Service Sheet' form. The 'Service Sheet Header' section includes a 'Summary' table with fields for Purchase Order (4200002988), Service Sheet # (1234567, callout 2), Service Sheet Date (13 Aug 2019, callout 3), Service Description (Service Description Header), Service Start Date (1 Aug 2019, callout 4), Service End Date (31 Aug 2019, callout 4), and Subtotal (0.00 EUR). There is a checkbox to 'Copy the service start and end dates to the service line items'. The 'Additional Fields' section includes a Supplier Reference (123456, callout 5) and contact information for Nouryon Chemicals LLC. Below this are fields for Field Contractor and Field Engineer (Name, Email, Phone). At the bottom, there are 'Add Comments' and 'Add Attachments' buttons (callout 6). The 'Comment' section shows a text area with 'Comments Header level' (callout 7) and a 'Remove' button. The 'Attachments' section shows a list of attachments with a 'Browse...' button and an 'Add Attachment' button (callout 8). A table below shows an attachment named 'how to contact CS.pdf' with a size of 286881 bytes and content type 'application/pdf'. A 'Delete' button is also visible.

9) Initially, the Service Entry Sheet Lines will be empty. You need to add a line by clicking on 'Add'

10) Click on 'Add Unplanned Item'

11) To complete your line item, you need to fill in a Description. This is different than the description you filled in step 3, as this description is for a specific line item. In case you have need multiple line items due to different tax percentages, you can create multiple Service Entry Sheet Lines

Code	Description
HUR	Hour
EA	Each
ANN	Year
DAY	Days
MON	Month

and distinguish via the description.

12) To add the Unit of Measure (EA is mostly used), type the Unit Code and select. Below the codes available:

13) Fill in the NET amount of the Service Sheet in the 'Price' field

14) Click on 'Update'. Now the Currency will be added in the 'Price' field, and the 'Subtotal' field will be filled as well.

15) In case you want to add multiple line items to your service sheet, you can Copy the line item here.

16) Enter Comments on the line item level if needed

The screenshot shows the 'Service Entry Sheet Lines' header with a table containing one line item. The line item is labeled '1' and 'Not Available' with the description 'IP Licenses for NL locations'. A red circle '9' highlights the 'Add' button in the top right corner. A red circle '10' highlights the 'Add Unplanned Item' button below it. There is also an 'Add Pricing Details' button at the bottom left.

The screenshot shows the detailed form for a line item. The line item is labeled '1' and 'Not Available' with the description 'IP Licenses for NL locations'. The form includes fields for 'Include', 'Service ID', 'Description' (with a red circle '11' and a note 'Description Line Item 80 characters'), 'Type' (set to 'Service'), 'Item Type' (set to 'Unplanned Adhoc'), 'Qty / Unit' (set to '1'), 'Price' (set to '1,000.00 EUR' with a red circle '13'), and 'Subtotal' (set to '1,000.00 EUR'). There are 'Delete' and 'Copy' buttons (with a red circle '15') next to the price field. Below the main form is a 'SERVICE PERIOD' section with 'Start Date' (1 Aug 2019) and 'End Date' (31 Aug 2019). A 'COMMENTS' section has a text area with 'Comments on the line item level' (with a red circle '16'). At the bottom, there are 'Update' (with a red circle '14'), 'Save', 'Exit', and 'Next' (with a red circle '17') buttons. There is also an 'Add Pricing Details' button at the bottom left.

17) Click on 'Next' after you have completed your Service Sheet

18) Perform a final check on the information in your Service Sheet before you submit the document

19) If you want to make changes to your Service Sheet you can click on 'Previous' to go back to the previous page

20) If you click on 'Save' you can continue to work on the Service Sheet later

21) By clicking 'Submit' the Service Sheet will be sent to your customer Nouryon for review and approval

22) After the Service Sheet is submitted, you can either print it or click on 'Exit' and return to the Purchase Order

23) After the Service Sheet is submitted the status of the Purchase Order changes into **Partially Serviced**

24) The document will be added to the Related Documents overview so you can always find it on your Purchase Order

Create Service Sheet

Previous Save Submit Exit

Confirm and submit this document.

18

19 20 21

Service Sheet 1234567 Subtotal: 1,000.00 EUR
 Date: 13 Aug 2019
 Final Service Sheet: No
 Purchase Order: 4200002988
 Service Description: Service Description Header
 Subtotal: 1,000.00 EUR
 Service Start Date: 1 Aug 2019
 Service End Date: 31 Aug 2019

From: TEST SUPPLIER LEGAL-TEST To: Nouryon Chemicals LLC
 TEST SUPPLIER LEGAL-TEST Nouryon - TEST
 Corporation Service Company 251
 Little Falls Drive
 Wilmington, IL DE 19801
 United States
 Address ID: 0196_BllTo
 Supplier Reference: 123456

Comments
 Comments Header level

Attachments
 how to contact CS.pdf (application/pdf)

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

Line #	Type	Service # / Description	Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal
1		Not Available <i>IP Licenses for NL locations</i>					
1	Service	<i>Description Line Item 80 characters</i>	Unplanned Adhoc		1 (EA)	1,000.00 EUR	1,000.00 EUR

Service Entry Summary
 Subtotal: 1,000.00 EUR

Service Sheet 1234567 has been submitted.

- Print a copy of the service sheet.
- Exit service sheet creation.

22

Purchase Order
 (Partially Serviced)
 4200002988
 Amount: 40,000.00 EUR
 Version: 1

23

24 Routing Status: Acknowledged
 Related Documents: 1234567



Chapter 3 - View Service Sheet (SES) status and flip Service Sheet into Invoice (SES Flip)

Step 1

Your Service Sheet can be either approved/rejected by your customer Nouryon. In the next few screens we show how to view the status of your service sheet

1) When your Service Sheet has been approved, the status of the Purchase Order changes to **'Partially Serviced'** and you can proceed with the so-called 'SES Flip' and Create an Invoice based on the Service Sheet.

2) Open the Service Sheet by clicking on the Service Sheet # (under Related Documents) to complete the Invoicing.

3) When the Service Sheet is approved, the 'Create Invoice' button becomes available.


4) As you are required to submit monthly Service Sheets, the 'Copy This SES' functionality is a great possibility to copy the initial Service Sheet. You can make a few adjustments and submit the next Service Sheet for the next month.

5) Here you can view the main information of the Service Sheet including

Purchase Order: 4200002957 Done

| Print
| Download PDF
| Download CSV
| Resend

Order Detail Order History





From:
Nouryon Chemicals B.V.
 Velperweg 76
 6824 BM Arnhem
 Netherlands
 Email:
 AP_HQChemicals@nouryon.com

To:
TEST SUPPLIER LEGAL-TEST
 Rijsdijkweg 20
 3811 JG Amstelveen
 Netherlands
 Phone:
 +31 (0) 495 123456
 Fax:
 +31 (0) 495 123456
 Email: rob@testsupplier.com

Purchase Order
 (Partially Serviced)
 4200002957
 Amount: 40,000.00 EUR
 Version: 1

Payment Terms ⓘ
 NET 60
 Payment Terms: 60 days end of month + 4 days
 Description:

Routing Status: Acknowledged
 Related Documents:  4200002957WK1
 4200002957

status, date, applicable PO #, etc.

Service Sheet: 4200002957

Done Previous

Create Invoice Copy This SES Print Download PDF Export cXML

Detail History

Service Sheet (Approved) Subtotal: 15,000.00 EUR

4200002957
Date: 8 Aug 2019
Purchase Order: 4200002957
Service Description: first part of order
ERP SES ID: 1002289630
Subtotal: 15,000.00 EUR
Service Start Date: 8 Aug 2019
Service End Date: 22 Aug 2019

From: **TEST SUPPLIER LEGAL-TEST**
TEST SUPPLIER LEGAL-TEST
Rijnsdijk 38 sfoort
Netherlands

To: **Nouryon Chemicals B.V.**
Nouryon - TEST
Velperweg 76
6824 BM Arnhem
Netherlands
Address ID: 0888_BillTo

Routing Status: Acknowledged
Related Documents: 4200002957

Service Entry Sheet Lines

Line #	Type	Service # / Description	Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal
1		Not Available test					
1	Service	first part of PO - 80 character limit	Unplanned Adhoc		1 (EA)	15,000.00 EUR	15,000.00 EUR

Service Entry Summary
Subtotal: 15,000.00 EUR

6) In case your Service Sheet was rejected by your customer Nouryon you can view the Reasoning here and have the option to 'Edit & Resubmit' for approval.

7) Here you can find the main information of the Service Sheet including status, date, applicable PO #, etc.

Service Sheet: 4200002957WK1

Done Previous

Create Invoice Edit Copy This SES Print Download PDF Export cXML

Detail History

Rejected Service Entry Sheet:

Reasons:
Please add attachment with approval as discussed

Edit & Resubmit

Service Sheet (Rejected) Subtotal: 5,000.00 EUR

4200002957WK1
Date: 9 Aug 2019
Purchase Order: 4200002957
Service Description: Service Description
Subtotal: 5,000.00 EUR
Service Start Date: 5 Aug 2019
Service End Date: 9 Aug 2019

From: **TEST SUPPLIER LEGAL-TEST**
TEST SUPPLIER LEGAL-TEST
Rijnsdijk 38 sfoort
Netherlands

To: **Nouryon Chemicals B.V.**
Nouryon - TEST
Velperweg 76
6824 BM Arnhem
Netherlands
Address ID: 0888_BillTo

Routing Status: Acknowledged
Related Documents: 4200002957

Step 2

SES Flip > Creating an invoice out of the approved Service Sheet

1) Open the Service Sheet by clicking on the Service Sheet # (under Related Documents) to complete the Invoicing

2) In the 'Detail' you can view the status of your Service Sheet. In this example the Service Sheet is approved on August 8, 2019

3) When the Service Sheet is approved, the 'Create Invoice' button becomes

available. Please proceed by clicking on 'Create Invoice'

Purchase Order: 4200002957 Done

[Create Order Confirmation](#) |
 [Create Service Sheet](#) |
 [Create Invoice](#) |
 Print |
 Download PDF |
 Download CSV |
 Resend

Order Detail | Order History

From:
Nouryon Chemicals B.V.
Velpenweg 76
6824 BM Arnhem
Netherlands
Email: AP_HQChemicals@nouryon.com

To:
TEST SUPPLIER LEGAL-TEST
R:
31
Netherlands
Phone:
Fax:
Email: rs.com

Purchase Order
(Partially Served)
4200002957
Amount: 40,000.00 EUR
Version: 1

Payment Terms ⁱ
NET 60
Payment Terms Description: 60 days end of month + 4 days

Routing Status: Acknowledged
Related Documents: [4200002957WK1](#)
[4200002957](#)

4) Enter your internal Invoice #. Please note the **character limit of 16 characters**.

5) Enter the Service Description for your invoice. This can be the same as the service description you entered on the 'Service Sheet'

Service Sheet: 4200002957

[Create Invoice](#) |
 Copy This SES |
 Print |
 Download PDF |
 Export cXML

Detail | History

Service Sheet
(Approved)
4200002957
Date: 8 Aug 2019
Purchase Order: [4200002957](#)
Service Description: first part of order
ERP SES ID: 1002289630
Subtotal: 15,000.00 EUR
Service Start Date: 8 Aug 2019
Service End Date: 22 Aug 2019

6) These additional fields are not obligatory to process your invoice, but you can enter internal reference numbers if needed

7) Fill in the 'Service Start Date' and 'Service End Date'

8) The 'Supplier VAT/Tax ID' is only applicable for countries where this is mandatory. The 'Supplier Vat/Tax ID' can be defaulted if you include it in your company settings for your Ariba Network account

Create Invoice Update Save Exit Next

Invoice Header * Indicates required field Add to Header

Summary

Purchase Order: 4200002959

Subtotal: \$15,000.00 USD
Total Tax: \$0.00 USD
Amount Due: \$15,000.00 USD View/Edit Addresses

Invoice #: 4

Invoice Date: 14 Aug 2019 5

Service Description:

Remit To: TEST SUPPLIER LEGAL-TEST
Amersfoort
Netherlands

Bill To: Nouryon Chemicals LLC
Wilmington, IL
United States

Shipping

Header level shipping ⁱ Line level shipping ⁱ

Ship From: TEST SUPPLIER LEGAL-TEST
Amersfoort
Netherlands

Ship To: Nouryon Chemicals LLC - Chicago
Chicago, IL
United States View/Edit Addresses

Deliver To: Lepore, Robin
Nouryon Chemicals LLC - Chicago

Payment Term

Net Term(days): 60

9) The 'Customer VAT/Tax ID' will be defaulted from your supplier Nouryon if applicable

10) You can add some additional fields/documents to this overview

11) If you click on 'Add to Header' in step 10 you have the opportunity to add 'Comments' and 'Attachments'

12) Tick the 'Tax Category' box if you need to add taxes to the line item before submitting the invoice

13) If you click on the arrow next to the 'Tax Category' field you will be presented a drop-down in which you can select the Tax Selection applicable for this invoice

14) After completing step 12 & 13 you can click on 'Add to Included Lines' to have the tax fields populated

15) There are several tax fields populated after completing step 14. Most are not mandatory. In case you want to add a Rate(%) you can enter it in this field

16) After entering the Rate(%) in field 15, the 'Tax Amount' will be automatically generated

17) In case you do not make use of the Rate (%) please select the Exempt Detail from the drop-down list

Additional Fields

Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: TEST SUPPLIER LEGAL-TEST
Amersfoort
Netherlands

Bill From: TEST SUPPLIER LEGAL-TEST
Amersfoort
Netherlands

Tax paid through a Tax Representative

Supplier VAT

Supplier VAT/Tax ID: *

Supplier Commercial Identifier:

Supplier Commercial Credentials:

Tax Exchange Rate

Exchange Rate from*:

Euro to US Dollar: 1.1171

Customer VAT

Customer VAT/Tax ID: *

Service Start Date: 1 Aug 2019

Service End Date: 31 Aug 2019

Choose Address: Nouryon

Customer: Nouryon

City1: Netherlands

Email: ro...@nouryon.com

Add to Header

Add to Header

- Shipping Cost
- Shipping Documents
- Special Handling
- Additional Reference Documents and Dates
- Comment**
- Attachment

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

Insert Line Item Options

Tax Category:

Add to Included Lines

Include	Type	Part #	Description	Customer	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>		Not Available	IP Licenses for NL locations in accordance with your offer					
<input type="checkbox"/>	SERVICE		Description field (obligatory)			EA	\$15,000.00 USD	\$15,000.00 USD

Standard Tax Selections

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

Service Sheet Details

Service Sheet #: 4200002959/1 Service Line No.: 1

Service Period

Service Start Date: 2 Sep 2019 Service End Date: 27 Dec 2019

Tax

Line Item Actions

18) By clicking on 'Update' the Ariba system checks if all fields are filled correctly

19) You can 'Save' this invoice to continue to work on it later

20) If you click on 'Exit' the invoice will be cancelled and you will be redirected to the Service Sheet from which this invoice was originated

21) Click 'Next' to continue and complete your invoice

22) Review all the information before you submit the invoice

23) If you want to make changes, click on 'Previous' to be directed to the previous screen


24) You can 'Save' this invoice to continue to work on it later

25) Click on 'Submit' to send your invoice to your customer Nouryon

26) If you click on 'Exit' the invoice will be cancelled and you will be redirected to the Service Sheet from which this invoice was originated

Final Step

After successfully submitting the invoice you will receive an email from the Ariba System with a confirmation of the submitted invoice, including a PDF attachment of the document.




RH

di 13-8-2019 20:52


Robin Hazelaar <rok@s.com>

FW: Invoice 1233445123 for 11,440.00 EUR has been submitted to Nouryon - TEST

To Hazelaar, R. (Robin)



1233445123.pdf
83 KB



1233445123.xml
36 KB

Dear TEST SUPPLIER LEGAL-TEST,

You have successfully submitted Invoice 1233445123 for 11,440.00 EUR to **Nouryon - TEST** through the Ariba Network.

A PDF copy of the invoice and the invoice data in cXML format are attached to this email. Please retain these files to support your local business records storage and archiving requirements.

Important:
Remember to follow your country's electronic invoice (e-invoice) management regulations, such as those formulated for archiving tax invoices.

Where can I get more information about Ariba Network?
To access product documentation and tutorials, go to [Ariba Network Exchange User Community](#)

How do I view a PDF document?
Download and open the file in Adobe Acrobat Reader. You can download Adobe Acrobat Reader from here: <http://get.adobe.com/reader/>

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

[View Invoice](#)