Nouryon **SAP Ariba**

Need help?
Please have a look at our
Nouryon supplier portal
or reach out to Ariba via the
support

Quick Reference Card (QRC) Ariba	Date	Version	Doc.code
	August 9, 2019	2	QRC_Suppliers_1.4

Guidelines for Suppliers

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) 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 status, date, applicable PO #, etc.

Purchase Order: 4200002957

Create Order Confirmation ▾ | Create Service Sheet | Create Invoice ▾ | 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
38   foort
Netherlands
Phone:
Fax:
Email: robi ...... i.com

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

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

Routing Status: Acknowledged
Related Documents: 4200002957/WK1
4200002957

Service Sheet: 4200002957

Done   Previous

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

Subtotal: 15,000.00 EUR

From
TEST SUPPLIER LEGAL-TEST
TEST SUPPLIER LEGAL-TEST
Rii
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

Show Item Details ▦

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	Details

Service Entry Summary
Subtotal: 15,000.00 EUR

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 | 6

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 few the main information of the Service Sheet including status, date, applicable PO #, etc.

Service Sheet
(Rejected)
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

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Subtotal: 5,000.00 EUR

From
TEST SUPPLIER LEGAL-TEST
TEST SUPPLIER LEGAL-TEST
Ri
38   oort
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

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.
Velperweg 76
6824 BM Arnhem
Netherlands
Email:
AP_HQChemicals@nouryon.com

To:
TEST SUPPLIER LEGAL-TEST
R
3l   ort
Netherlands
Phone:
Fax:
Email: rob   .com

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

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

Routing Status: Acknowledged
Related Documents: 4200002957WK1
1   4200002957

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'

Service Sheet: 4200002957

Create Invoice | Copy This SES | Print ▾ | Download PDF | Export cXML

3

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

2

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'

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

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'

Create Invoice | Update | Save | Exit | **Next** |

▼ Invoice Header   * Indicates required field   Add to Header ▼

Summary

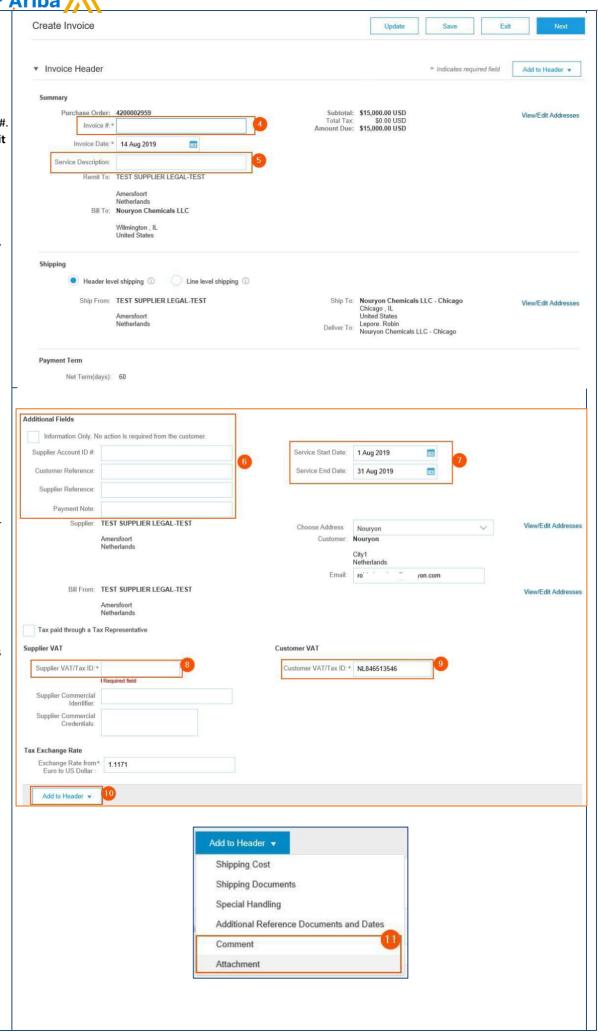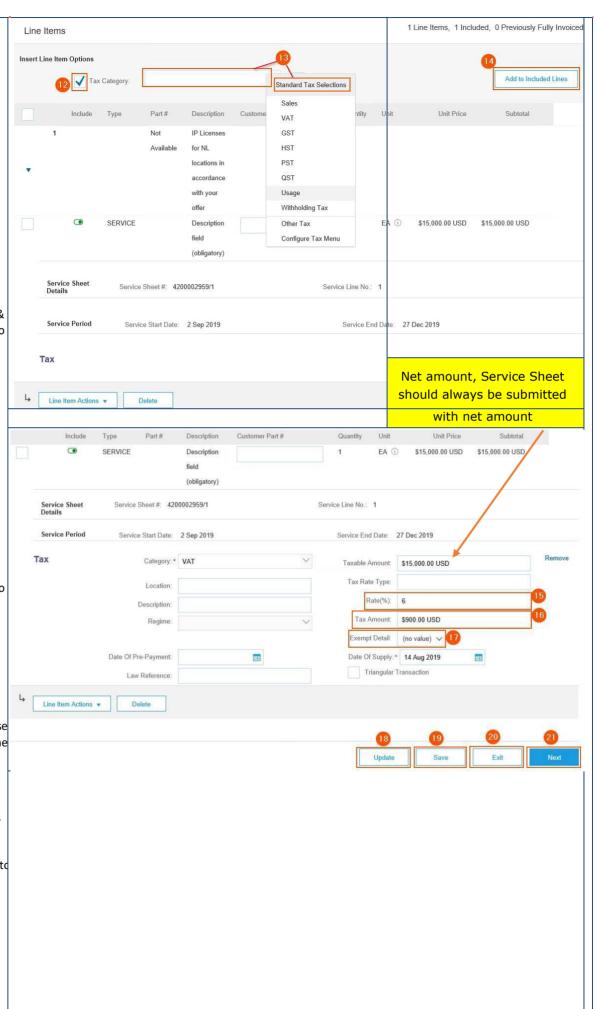Purchase Order: 4200002959   Subtotal: $15,000.00 USD   View/Edit Addresses
                                                         Total Tax: $0.00 USD
        Invoice #: * [   ] ④   Amount Due: $15,000.00 USD

    Invoice Date: * 14 Aug 2019

 Service Description: [   ] ⑤

        Remit To: TEST SUPPLIER LEGAL-TEST

                   Amersfoort
                   Netherlands
        Bill To: **Nouryon Chemicals LLC**

                   Wilmington , IL
                   United States

Shipping

   ● Header level shipping ⓘ   ○ Line level shipping ⓘ

   Ship From: TEST SUPPLIER LEGAL-TEST   Ship To: **Nouryon Chemicals LLC - Chicago**   View/Edit Addresses
                                                         Chicago , IL
               Amersfoort   United States
               Netherlands   Deliver To: Lepore. Robin
                                                         Nouryon Chemicals LLC - Chicago

Payment Term

   Net Term(days): 60

Additional Fields

  ☐ Information Only. No action is required from the customer.

  Supplier Account ID #: [   ]   ⑥   Service Start Date: 1 Aug 2019   ⑦
  Customer Reference: [   ]   Service End Date: 31 Aug 2019
  Supplier Reference: [   ]
  Payment Note: [   ]

        Supplier: **TEST SUPPLIER LEGAL-TEST**   Choose Address Nouryon ▼   View/Edit Addresses
                   Amersfoort   Customer: **Nouryon**
                   Netherlands
                                                                 City1
                                                                 Netherlands
        Bill From: **TEST SUPPLIER LEGAL-TEST**   Email: ro........ ...on.com   View/Edit Addresses
                   Amersfoort
                   Netherlands

  ☐ Tax paid through a Tax Representative

Supplier VAT   **Customer VAT**

  Supplier VAT/Tax ID: * [   ] ⑧   Customer VAT/Tax ID: * NL846513546 ⑨
  ! Required field
  Supplier Commercial Identifier: [   ]
  Supplier Commercial Credentials: [   ]

Tax Exchange Rate

  Exchange Rate from * 1.1171
  Euro to US Dollar :

  Add to Header ▼ ⑩

Add to Header ▼

  Shipping Cost
  Shipping Documents
  Special Handling
  Additional Reference Documents and Dates
                                          ⑪
  Comment
  Attachment

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

12 ☑ Tax Category: 13 [Standard Tax Selections]

14 Add to Included Lines

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

	Include	Type	Part #	Description	Customer...		...ntity	Unit	Unit Price	Subtotal
1			Not Available	IP Licenses for NL locations in accordance with your offer						
	●	SERVICE		Description field (obligatory)				EA ⓘ	$15,000.00 USD	$15,000.00 USD

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 ▾   Delete

Net amount, Service Sheet should always be submitted with net amount

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

	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
	●	SERVICE		Description field (obligatory)		1	EA ⓘ	$15,000.00 USD	$15,000.00 USD

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

Category: * VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: $15,000.00 USD   Remove

Tax Rate Type:

Rate(%): 6   15

Tax Amount: $900.00 USD   16

Exempt Detail: (no value) ▾   17

Date Of Supply: * 14 Aug 2019

☐ Triangular Transaction

↳ Line Item Actions ▾   Delete

18 Update   19 Save   20 Exit   21 Next

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

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.

Create Invoice — Previous | Save | Submit | Exit
23 · 24 · 25 · 26

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as intra-EU Trade. The document's originating country is:Belgium. The document's destination country is:Netherlands.
If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice 22

Invoice Number: 12345671	Subtotal: $15,000.00 USD 13,427.63 EUR
Invoice Date: Wednesday 14 Aug 2019 5:39 PM GMT+02:00	Total Tax: $900.00 USD 805.66 EUR
Original Purchase Order: 4200002959	Amount Due: $15,900.00 USD 14,233.28 EUR
SERVICE PERIOD	(1 Euro = 1.1171 US Dollar)
Start Date: 1 Aug 2019	
End Date: 31 Aug 2019	

REMIT TO:

TEST SUPPLIER LEGAL-TEST

Postal Address:
F   foort
Netherlands

BILL TO:

Nouryon Chemicals LLC

Postal Address (Default):
Corporation Service Company 251 Little Falls Drive
Wilmington , IL DE 19801
United States
Address ID: 0196_BillTo
Email: Par défaut

SUPPLIER:

TEST SUPPLIER LEGAL-TEST

Postal Address:
          oort
Netherlands

RH di 13-8-2019 20:52
Robin Hazelaar <rot   s.com>
FW: Invoice 1233445123 for 11,440.00 EUR has been submitted to Nouryon - TEST
To   ○ Hazelaar, R. (Robin)

[PDF] 1233445123.pdf   ▾   1233445123.xml   ▾
83 KB   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