

**Need help?**  
Please have a look at our [Nouryon Procurement Page](#) or reach out to Ariba via the support

Quick Reference Card (QRC) Ariba

Datum  
April, 2020

Versie  
1

Doc.code  
QRC\_Suppliers\_1.5

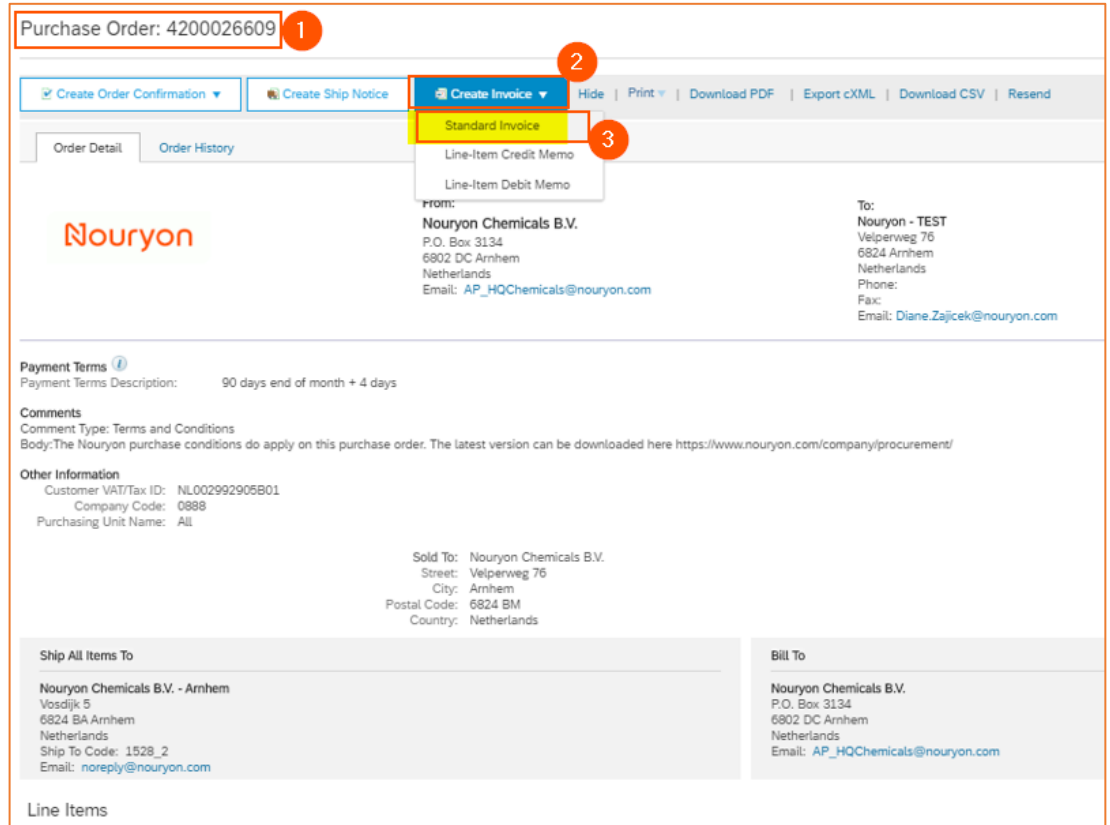
# Purchase Order flip process

Purchase Order flip into Electronic Invoice via the Ariba Network

**1** Open the Purchase Order that you want to flip into an E-invoice. For Standard Account > open the Purchase Order via the email. For Enterprise Account > open the Purchase Order from the Ariba Network homepage.

**2** Click on the 'Create Invoice' button

**3** Select 'Standard Invoice' from the drop down menu



Purchase Order: 4200026609 **1**

Create Order Confirmation  Create Ship Notice  Create Invoice **2** Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Standard Invoice **3**  
Line-Item Credit Memo  
Line-Item Debit Memo

**Nouryon**

From: Nouryon Chemicals B.V.  
P.O. Box 3134  
6802 DC Arnhem  
Netherlands  
Email: AP\_HQChemicals@nouryon.com

To: Nouryon - TEST  
Velperweg 76  
6824 Arnhem  
Netherlands  
Phone:  
Fax:  
Email: Diane.Zajicek@nouryon.com

Payment Terms **1**  
Payment Terms Description: 90 days end of month + 4 days

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  
Customer VAT/Tax ID: NL002992905B01  
Company Code: 0888  
Purchasing Unit Name: All

Sold To: Nouryon Chemicals B.V.  
Street: Velperweg 76  
City: Arnhem  
Postal Code: 6824 BM  
Country: Netherlands

Ship All Items To  
Nouryon Chemicals B.V. - Arnhem  
Vosdijk 5  
6824 BA Arnhem  
Netherlands  
Ship To Code: 1528\_2  
Email: noreply@nouryon.com

Bill To  
Nouryon Chemicals B.V.  
P.O. Box 3134  
6802 DC Arnhem  
Netherlands  
Email: AP\_HQChemicals@nouryon.com

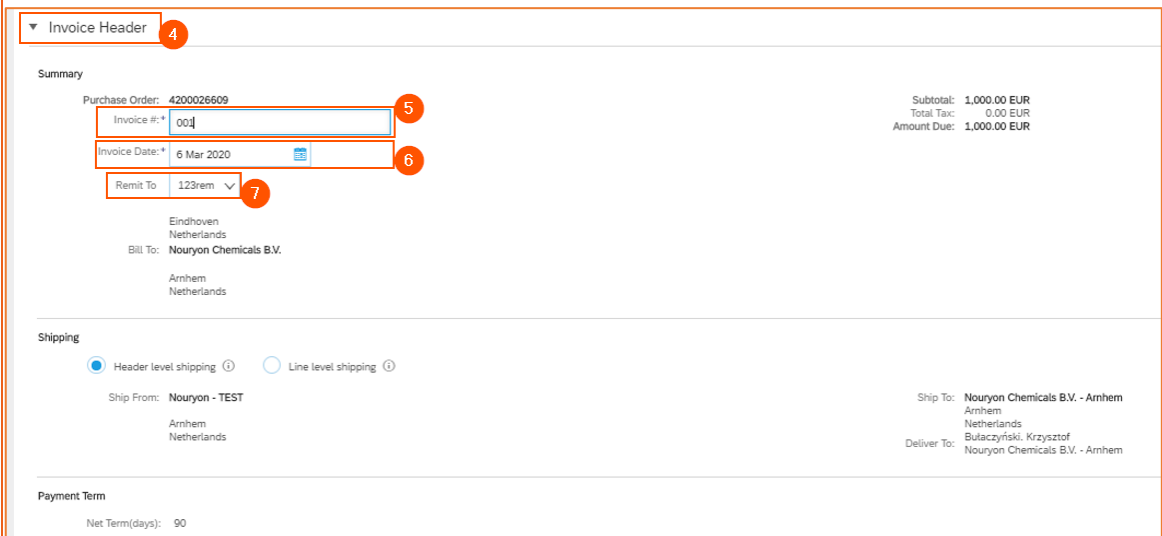
Line Items

**4** In the Invoice Header there are fields populated marked with \*. Please complete these.

**5** Note that the 'Invoice ID' needs to be unique for each invoice.

**6** Set the 'Invoice Date'. This date can be set maximum 7 days back from current date.

**7** Select the 'Remit To' Covering address and remittance data of your company.



Invoice Header **4**

Summary

Purchase Order: 4200026609

Invoice #:\* 001 **5**

Invoice Date:\* 6 Mar 2020 **6**

Remit To: 123rem **7**

Eindhoven  
Netherlands  
Bill To: Nouryon Chemicals B.V.  
Arnhem  
Netherlands

Shipping

Header level shipping  Line level shipping

Ship From: Nouryon - TEST  
Arnhem  
Netherlands

Ship To: Nouryon Chemicals B.V. - Arnhem  
Arnhem  
Netherlands  
Deliver To: Bulaczyński, Krzysztof  
Nouryon Chemicals B.V. - Arnhem

Payment Term

Net Term(days): 90

8 'Choose address of customer'. Please select which entity of Nouryon you want to invoice (this should be the same as the Bill\_To entity on the Purchase Order).

**Additional Fields**

Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Adre1

Supplier: **Adre1**  
Arnhem  
Netherlands

Bill From: **Nouryon - TEST**  
Arnhem  
Netherlands

Tax paid through a Tax Representative

**Supplier VAT**

Supplier VAT/Tax ID: NL01223423

Supplier Commercial Identifier:

Supplier Commercial Credentials:

Service Start Date:

Service End Date:

Choose Address

Customer: Nouryon Chemicals (Ningbo) Co., Ltd  
Nouryon Chemicals (Suzhou) Co. Ltd  
Nouryon Chemicals AG  
Nouryon Chemicals LLC  
Nouryon Chemicals S.A. de C.V.  
Nouryon Functional Chemicals AB  
Nouryon Functional Chemicals B.V.  
Nouryon Functional Chemicals GmbH  
Nouryon Functional Chemicals LLC  
Nouryon Germany GmbH

Email:

**Customer VAT**

Customer VAT/Tax ID: +

[Search more](#)

9 Check if 'Customer VAT/Tax ID' is auto-populated from the Purchase Order.

**Supplier VAT**

Supplier VAT/Tax ID: NL01223423

Supplier Commercial Identifier:

Supplier Commercial Credentials:

Sold To: Nouryon Chemicals B.V.  
ID: 0888\_SoldTo  
City: Arnhem  
Postal Code: 6824 BM  
Street: Velperweg 76  
Country: Netherlands

**Customer VAT**

Customer VAT/Tax ID: + NL807675507B01

10 Click on 'Add to Header' if you would like to add additional information on the invoice

**Add to Header**

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

**Li**

**Inse**

NO.	include	Type	Part #
1	<input checked="" type="checkbox"/>	MATERIAL	<input type="text"/>

11 Add additional comments or upload attachments to the invoice if necessary.

12 Make sure to tick the box at the line item and click on 'Line Item Actions'

13 At the dropdown select 'Add'

14 Add 'Tax' to the line item of your invoice. This is an obligatory step for each line item of the invoice.

15 Provide tax 'Category'

16 Provide tax 'Rate(%)'

The system should automatically calculate the 'Taxable Amount' and 'Tax Amount'.

**\*NEXT 2 ACTIONS ARE ONLY VALID FOR SPECIAL 0% VAT CASES**

17 In case of 0% VAT please complete 'Exempt Detail' field.

18 Complete 'Description' field in case of exception with a comment e.g. 'Reverse VAT'

**19** After having completed all information on the invoice click on 'Next' at the bottom of the page.

**20** On the next page that becomes visible, make sure to review all information on the invoice before submitting it.

**21** By clicking on 'Previous' you can go back to the previous page to make adjustments to the information you have filled in when needed.

**22** Click on 'Save' if you want to save the invoice to continue working on it at a later stage.

**23** Click on 'Submit' in case you have fully completed the invoice and sent it to the Nouryon Accounts Payables team.

Create Invoice

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Domestic Trade. The document's originating country is Netherlands. 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

Invoice Number: 002  
Invoice Date: Friday, 6 Mar 2020 3:45 PM GMT+01:00  
Original Purchase Order: 4200028609

Subtotal: 1,000.00 EUR  
Total Tax: 0.00 EUR  
Amount Due: 1,000.00 EUR

<p><b>REMIT TO:</b></p> <p>Nouryon - TEST</p> <p>Postal Address: 1234w 5500 BR Eindhoven Netherlands</p>	<p><b>BILL TO:</b></p> <p>Nouryon Chemicals B.V.</p> <p>Postal Address (standard): P.O. Box 1134 6802 DC Arnhem Netherlands Address ID: 0889_BillTo Email: standard</p>	<p><b>SUPPLIER:</b></p> <p>Adria</p> <p>Postal Address: Velperweg 75 6824 Arnhem Netherlands Address ID: 0001007829</p>
<p><b>BILL FROM:</b></p> <p>Nouryon - TEST</p> <p>Postal Address: Velperweg 75 6824 Arnhem Netherlands</p>	<p><b>CUSTOMER:</b></p> <p>Nouryon Functional Chemicals B.V.</p> <p>Postal Address: Velperweg 75 6824 Arnhem Netherlands Address ID: 1435_SoldTo</p>	<p><b>WIRE PAYMENT TO BANK:</b></p> <p>ING</p> <p>Account Name: Test Supplier BankAccount Account Type: Checking Account ID: 0417154300 SWIFT Code: INGB33XXX IBAN ID: NL61 ABNA 0417 1543 00</p>

SHIPPING INFORMATION:

Previous Save Submit Exit

20

21

22

23