

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

The screenshot shows the SAP Ariba Purchase Order interface for order 4200026609. A red box labeled '1' highlights the order ID. A red box labeled '2' highlights the 'Create Invoice' button in the top navigation bar. A red box labeled '3' highlights the 'Standard Invoice' option in the dropdown menu. The interface also displays 'Order Detail' and 'Order History' tabs, and a 'From' section with contact information for Nouryon Chemicals B.V.

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' ID of your company. Covering address and

The screenshot shows the 'Invoice Header' section of the SAP Ariba interface. A red box labeled '4' highlights the 'Invoice Header' dropdown. A red box labeled '5' highlights the 'Invoice #' field with a value of '001'. A red box labeled '6' highlights the 'Invoice Date' field with a value of '6 Mar 2020'. A red box labeled '7' highlights the 'Remit To' dropdown menu with a value of '123rem'. The interface also displays a 'Summary' section with financial totals and a 'Shipping' section with shipping details.

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:

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:

Customer VAT

Customer VAT/Tax ID: *

Choose Address

- 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

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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: *

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

No.	Type	Part #
1	MATERIAL	

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 VAT'

This screenshot shows the 'Line Item Actions' dropdown menu for a line item. The line item is checked and has a 'MATERIAL' type. The dropdown menu includes options: Edit, Add, Tax, Shipping Documents, Special Handling, Pricing Details, Discount, Comments, and Attachment. A 'Delete' button is also visible next to the dropdown.

This screenshot shows the tax configuration form. The 'Category' is set to 'VAT'. The 'Taxable Amount' is 1,000.00 EUR, and the 'Tax Amount' is 210.00 EUR. The 'Rate(%)' is 21. The 'Date Of Supply' is 6 Mar 2020. The 'Exempt Detail' is set to '(no value)'. The 'Triangular Transaction' checkbox is unchecked.

This screenshot shows a summary of the tax calculation. The 'Taxable Amount' is 1,000.00 EUR, the 'Rate(%)' is 21, and the 'Tax Amount' is 210.00 EUR. The 'Exempt Detail' is '(no value)'. The 'Date Of Supply' is 6 Mar 2020. The 'Triangular Transaction' checkbox is unchecked.

This screenshot shows the tax configuration form for a 0% VAT case. The 'Category' is 'VAT'. The 'Taxable Amount' is 1,000.00 EUR, and the 'Tax Amount' is 0.00 EUR. The 'Rate(%)' is 0. The 'Date Of Supply' is 6 Mar 2020. The 'Exempt Detail' is set to 'Zero Rated'. The 'Triangular Transaction' checkbox is unchecked.

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

Previous
Save
Submit
Exit

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

<p>Invoice Number: 001 Invoice Date: Friday, 6 Mar 2020 3:45 PM GMT+01:00 Original Purchase Order: 4220029509</p>	<p>Subtotal: 1,000.00 EUR Total Tax: 0.00 EUR Amount Due: 1,000.00 EUR</p>	
<p>REMIT TO: Nouryon - TEST Postal Address: 1234am 5509 NR Eindhoven Netherlands</p>	<p>BILL TO: Nouryon Chemicals B.V. Postal Address (standard): P.O. Box 3234 6802 DC Arnhem Netherlands Address ID: 0888_BillTo Email: standard</p>	<p>SUPPLIER: Ade1 Postal Address: Velperweg 76 6824 Arnhem Netherlands Address ID: 0001067920</p>
<p>BILL FROM: Nouryon - TEST Postal Address: Velperweg 76 6824 Arnhem Netherlands</p>	<p>CUSTOMER: Nouryon Functional Chemicals B.V. Postal Address: Velperweg 76 6824 Arnhem Netherlands Address ID: 1439_SoldTo</p>	<p>WIRE PAYMENT TO BANK: ING Account Name: Test Supplier BankAccount Account Type: Checking Account ID: 0417164300 SWIFT Code: G41154300 IBAN ID: NL91 ABNA 0417 1643 00</p>

SHIPPING INFORMATION: