

Quick Reference Card (QRC) Ariba

Datum April, 2020 Versie

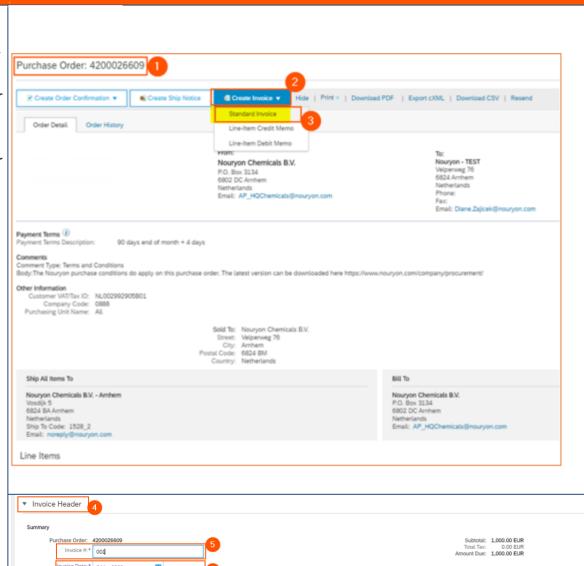
Doc.code QRC Suppliers 1.5 Need help? Please have a look at our **Nouryon Procurement** Page or reach out to Ariba via the support

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

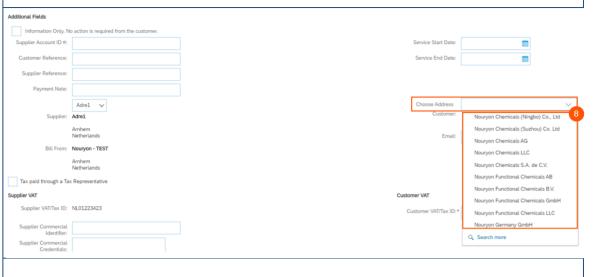
- 4 In the Invoice Header there are fields populated marked with Please complete these.
- 5 Note that the 'Invoice ID' needs to be unique for each invoice.
- 6 Set the 'Invoice Date'. This date can be set maximum 7 days back from current date.
- 7 Select the 'Remit To' ID of your company. Covering address and



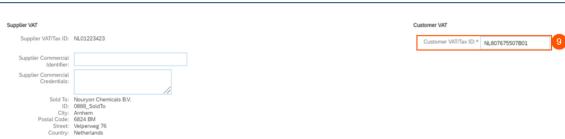




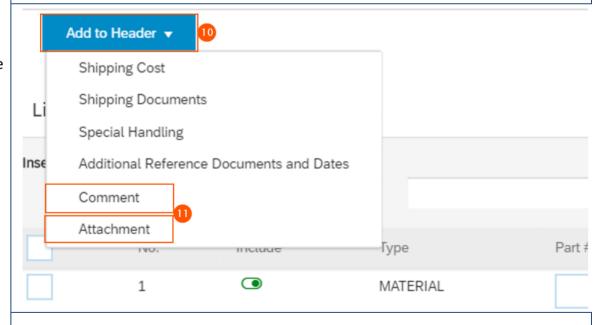
8 'Choose address of customer'. Please select which entity of Nouryon you want to invoice (this should be the same as the Bill_To entity on the Purchase Order).



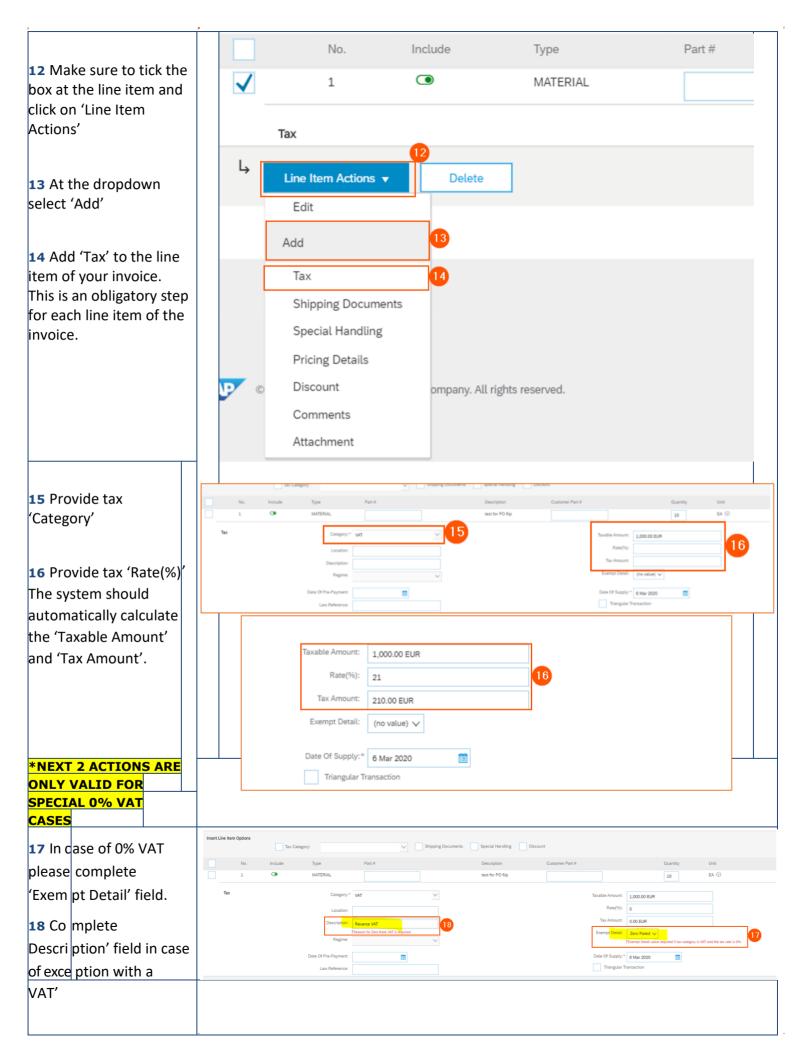
9 Check if 'Customer VAT/Tax ID' is autopopulated from the Purchase Order.



- 10 Click on 'Add to Header' if you would like to add additional information on the invoice
- 11 Add additional comments or upload attachments to the invoice if necessary.









- completed all information on the invoice click on 'Next' at the bottom of the page.

 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.

