

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

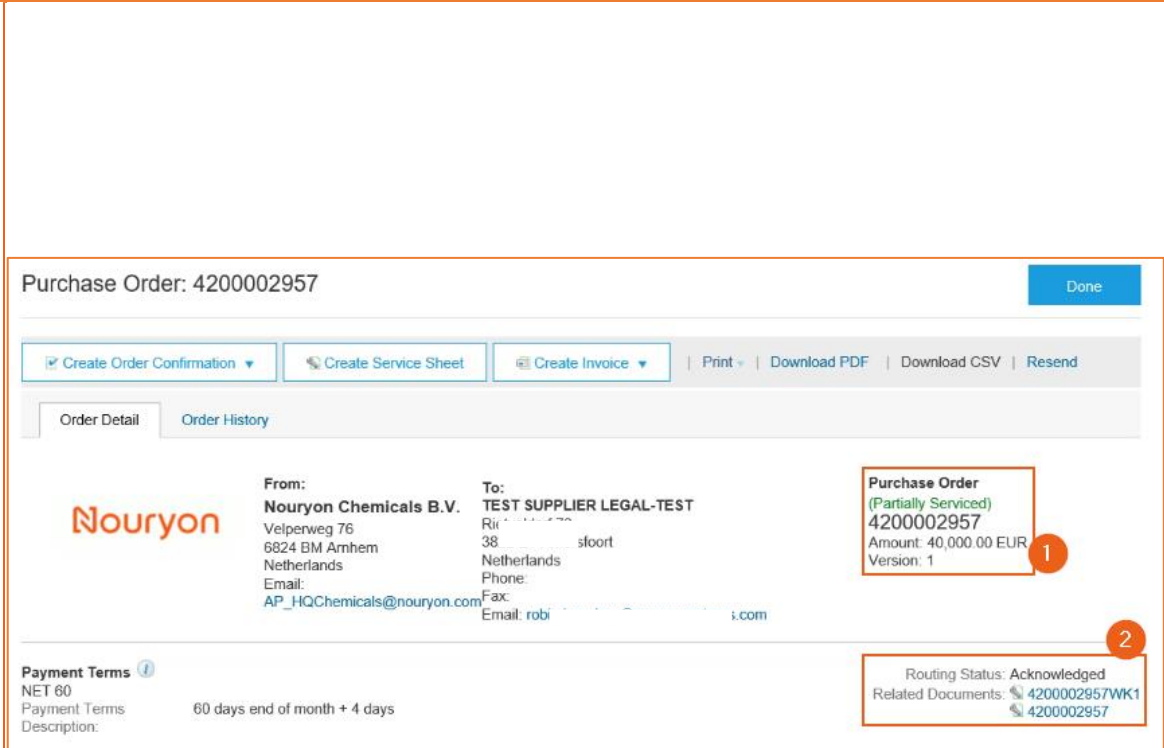
1) When your Service Sheet has been approved, the status of the Purchase Order changes to **'Partially Serviced'** and you can proceed with the so-called 'SES Flip' and Create an Invoice based on the Service Sheet.

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 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
 Rijksweg 38
 3811 GJ sfoort
 Netherlands
 Phone:
 Fax:
 Email: robi@... .com

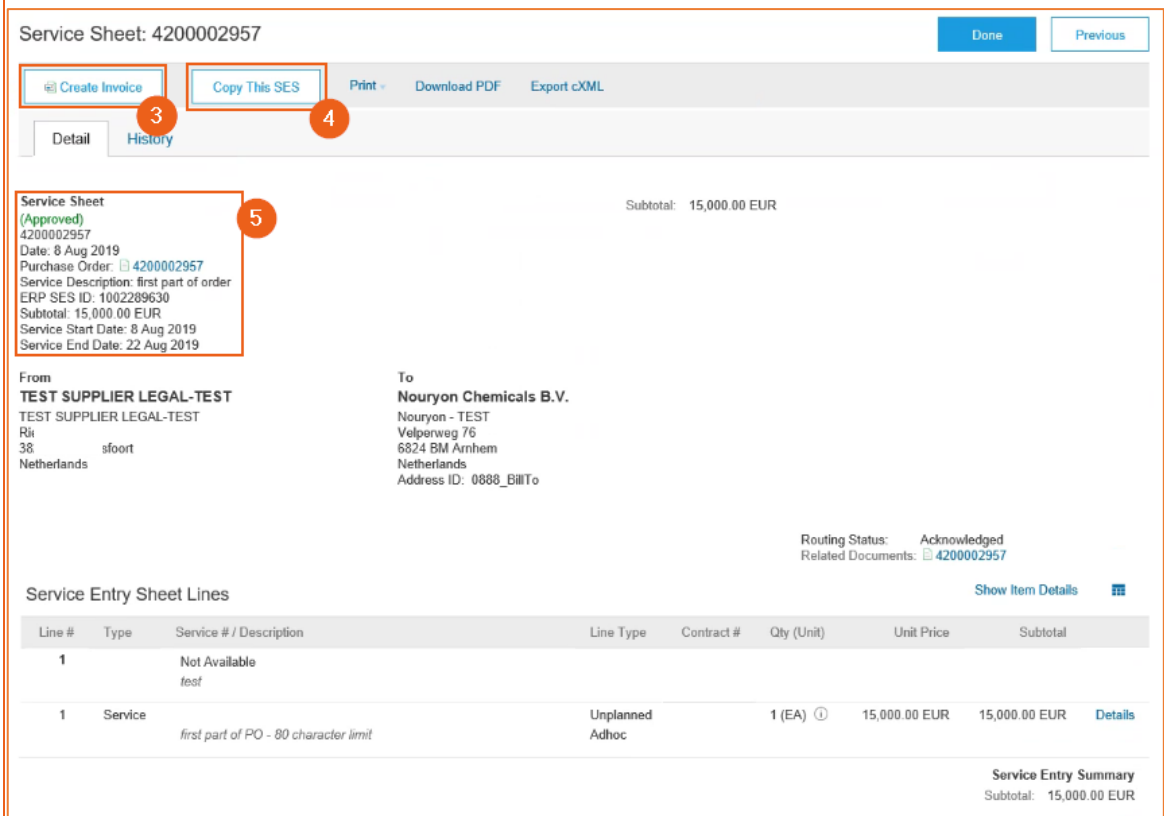
Purchase Order
 (Partially Serviced)
4200002957
 Amount: 40,000.00 EUR
 Version: 1

1

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

Routing Status: Acknowledged
 Related Documents: 4200002957WK1
 4200002957

2



Service Sheet: 4200002957 Done Previous

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

5

Subtotal: 15,000.00 EUR

From
TEST SUPPLIER LEGAL-TEST
 TEST SUPPLIER LEGAL-TEST
 Rijksweg 38
 3811 GJ 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

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

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'

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

Invoice #: 4

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

Subtotal: \$15,000.00 USD
Total Tax: \$0.00 USD
Amount Due: \$15,000.00 USD [View/Edit Addresses](#)

Shipping

Header level shipping ⓘ Line level shipping ⓘ

Ship From: TEST SUPPLIER LEGAL-TEST

Amersfoort
Netherlands

Ship To: Nouryon Chemicals LLC - Chicago
Chicago, IL
United States
Lepore, Robin

Deliver To: Nouryon Chemicals LLC - Chicago [View/Edit Addresses](#)

Payment Term

Net Term(days): 60

Additional Fields

Information Only. No action is required from the customer.

Supplier Account ID #: 6

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: TEST SUPPLIER LEGAL-TEST

Amersfoort
Netherlands

Service Start Date: 1 Aug 2019 7

Service End Date: 31 Aug 2019 7

Choose Address: Nouryon [View/Edit Addresses](#)

Customer: Nouryon

City1
Netherlands

Email: ro...@...on.com [View/Edit Addresses](#)

Tax paid through a Tax Representative

Supplier VAT

Supplier VAT/Tax ID: * 8 Required field

Supplier Commercial Identifier:

Supplier Commercial Credentials:

Customer VAT

Customer VAT/Tax ID: * NL846513546 9

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
- Comment 11
- Attachment

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

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

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

Insert Line Item Options

12 Tax Category:

13

14

Include	Type	Part #	Description	Customer Part #	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)		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

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

Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	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

Tax Rate Type:

Rate(%): 6

Tax Amount: \$900.00 USD

Exempt Detail: (no value)

Date Of Supply: 14 Aug 2019

Triangular Transaction

18 19 20 21

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
 (1 Euro = 1.1171 US Dollar)

SERVICE PERIOD
 Start Date : 1 Aug 2019
 End Date : 31 Aug 2019

REMIT TO: TEST SUPPLIER LEGAL-TEST Postal Address: 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: foort Netherlands
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di 13-8-2019 20:52

RH Robin Hazelaar <ro...@...rs.com>

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

To Hazelaar, R. (Robin)

PDF 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