



SOLVAY

asking more from chemistry®

Solvay User Guide

SAP Ariba Purchase Order Processing (Enterprise Account)

May the 17th 2019

User Guide

The purpose of those guides is to help suppliers understand Solvay's Purchase Orders and invoices management process via their account on the new Solvay Digital platform. Here we will more specifically discuss how to confirm a Purchase Order with an Enterprise Account.

How to use this guide :

- Use buttons in the upper right side of the screen. See here what they allow you to do.
- Click on the Hyperlink available on the different screens.



Go Back to the General Agenda



Go Back to the first page of the section

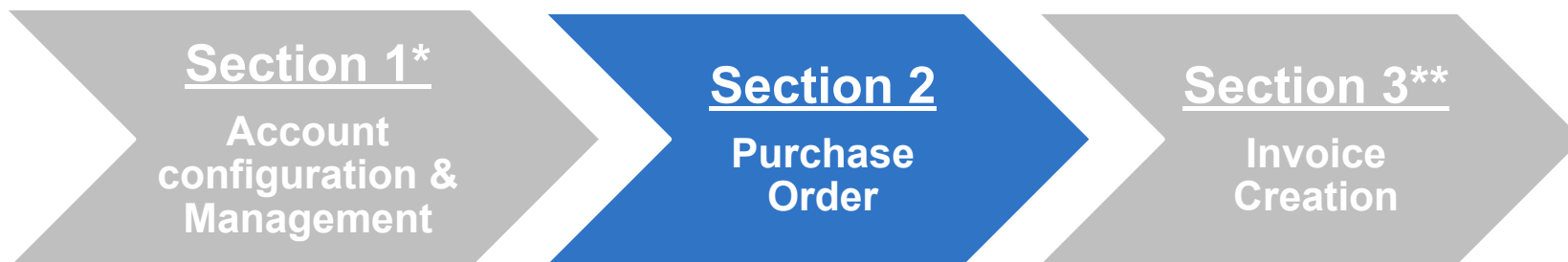


Go Back to the previous page



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SAP Ariba User Guide

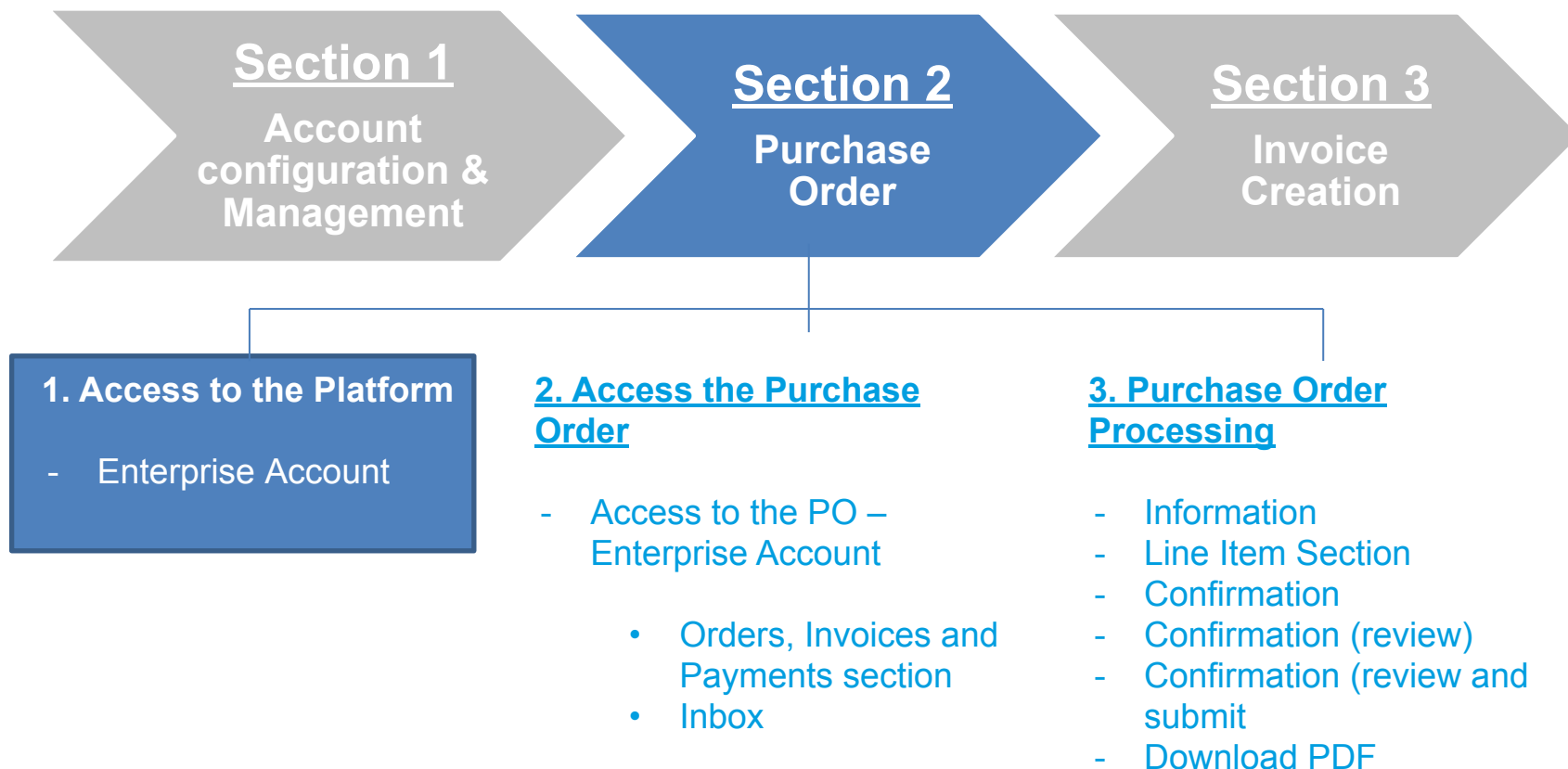


Grey section will be covered in other User Guide Documents that you can find in the same webpage than this User Guide:

***Section 1 : Purchase Order : Solvay_Purchase_Order_Processing_User_Guide (Standard)** (Available on same web page)

****Section 3 : Invoice Creation : Solvay_Invoice_Creation_User_Guide (Standard)** (Available on same web page)

SAP Ariba User Guide



Access to the Platform

Enterprise Account

As an owner of a Enterprise Account, you can access to the SAP Ariba platform directly and don't need to click on the link of any notification Email. You are therefore able to process a PO and create an Invoice without the notification Email needed for the Standard account to access the SAP Ariba Network Platform.

SAP Ariba Orders & Invoices Powered by Ariba Network

[Help Center >>](#)

Supplier Login

User Name

Password

Login

[Having trouble logging in?](#)

[New to Ariba?](#)
[Register Now](#) or [Learn More](#)

To Login, enter your User name and Password

Paving a Path with Purpose

Recent policy changes in Australia, enabled buyers to partner with suppliers to support purpose driven procurement initiatives.

[Learn More](#)

Supported browsers and plugins

SAP

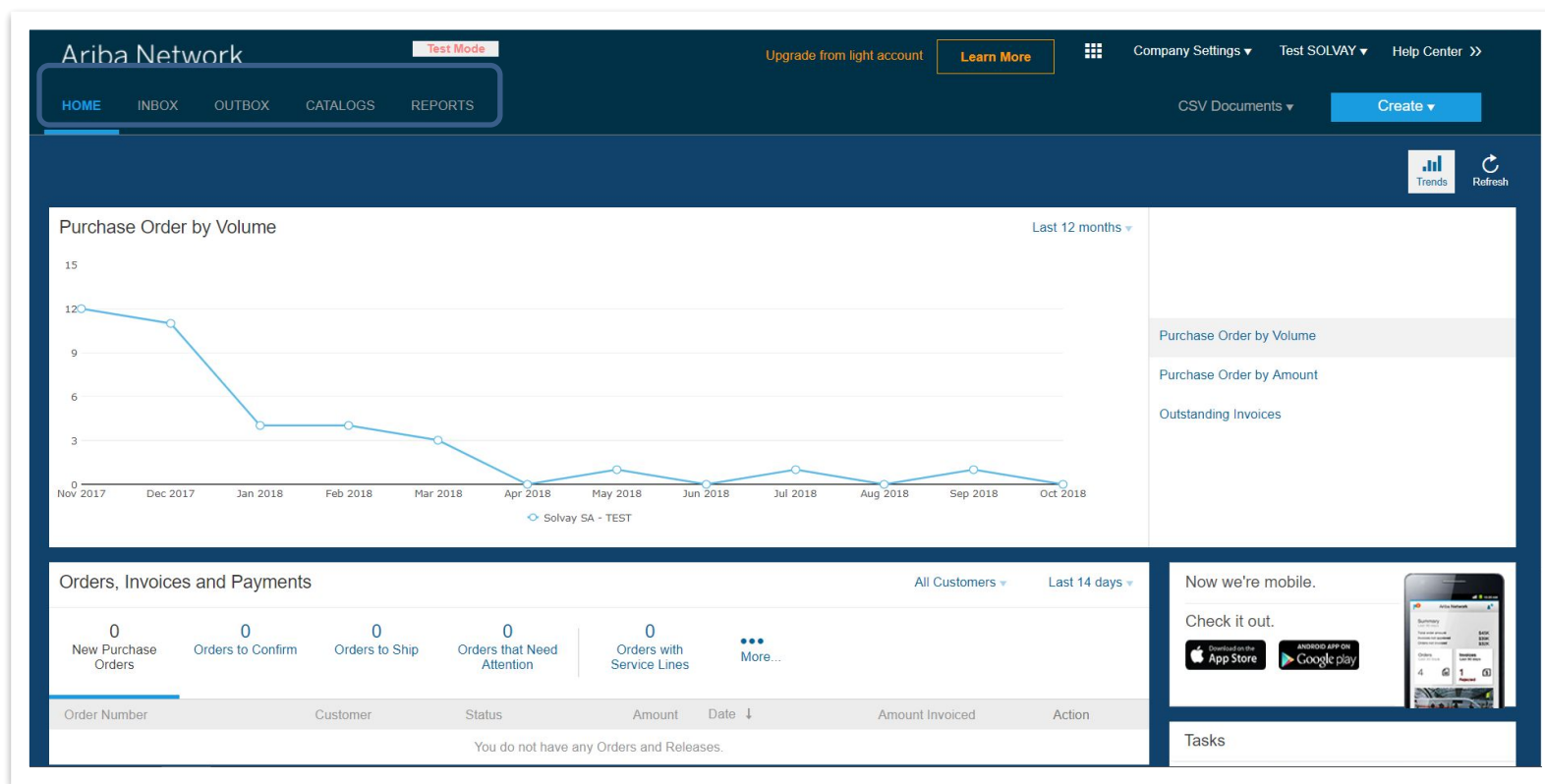
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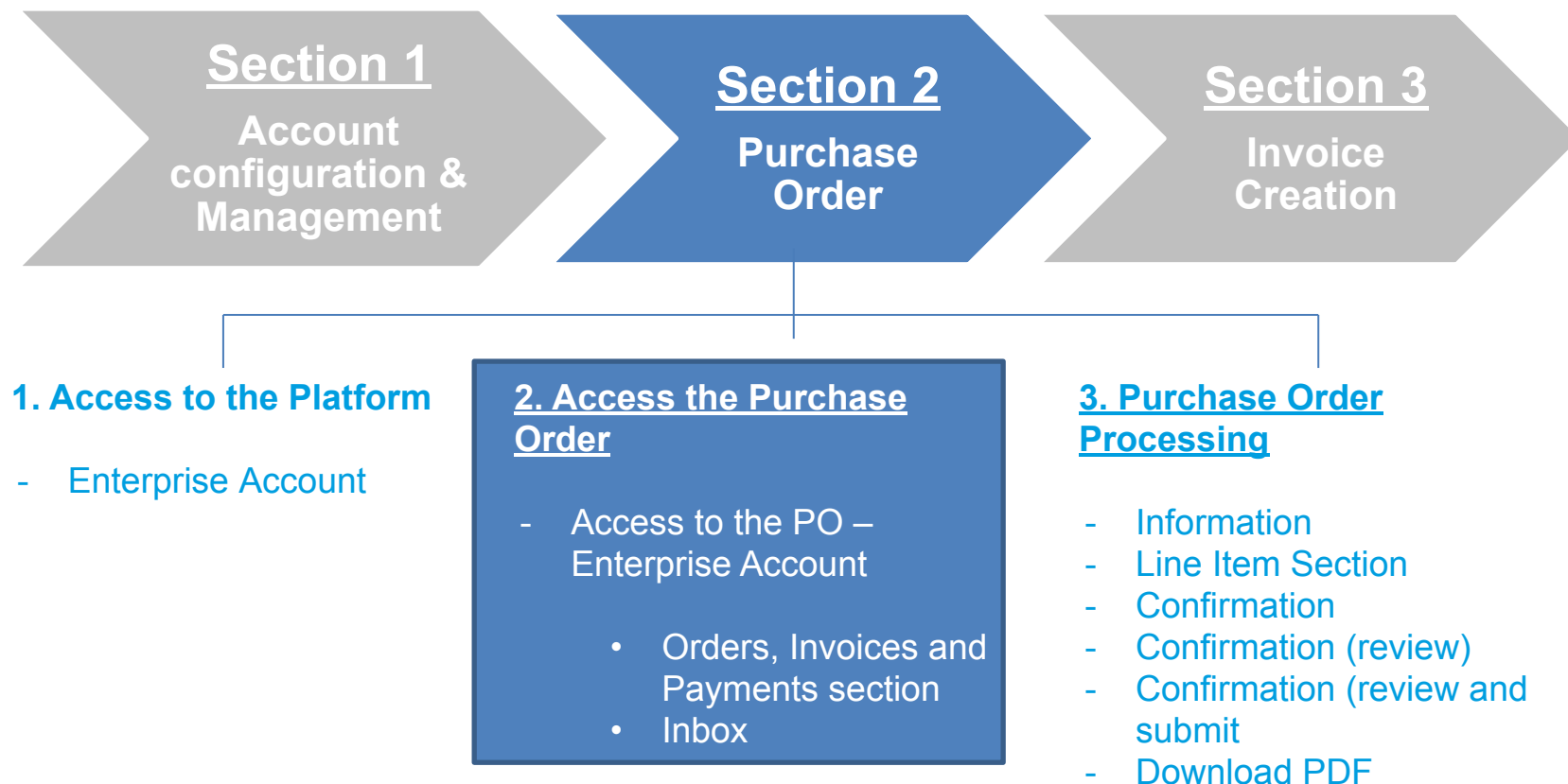
Access to the Purchase Order

Access to the PO - Enterprise Account

With a Enterprise Account, once you entered your User Name and Password, You will be directed immediately to the homepage of the SAP Ariba Network Platform. There, you will have access to all the tab in the upper section of the page and to the “Orders, Invoices and Payments” section. If your account is well configured, you will receive notification each time you receive a PO.



SAP Ariba User Guide



Access to the Purchase Order

Access to the PO - Enterprise Account

The “Orders, Invoices and Payments” section

1. The “Orders, Invoices and Payments” section displays new orders for the last 14 days, the last ones at the top
2. You can choose a different filter for the new purchase orders thumbnail, like the last 31 days or 50 last documents.
3. You also can switch to another thumbnail such as orders to invoice.

Orders, Invoices and Payments All Customers Last 14 days

9 New Purchase Orders | 9 Orders to Confirm | 0 Orders that Need Attention | 10 Orders to Invoice

More..

- Last 24 hours
- Last 7 days
- ✓ Last 14 days
- Last 31 days
- Last 50 Documents

Order Number	Customer	Status
4500017330	Solvay SA - TEST	New
4200021398	Solvay SA - TEST	New
4200021397	Solvay SA - TEST	New
4503285706	Solvay SA - TEST	New
4200021396	Solvay SA - TEST	New
4503285676	Solvay SA - TEST	New

Summary Dashboard:

- 0 New Early Payment Offers
- 2 Invoices Pending Payment
- 0 Invoices Rejected
- 2 Invoices Pending Approval
- 0 Payments that Need Attention
- 0 Payments Received
- 0 Pinned Documents
- 10 Orders to Invoice
- 9 Orders to Ship
- 0 Orders with Service Lines
- 0 Service Entry Sheets

Table Details:

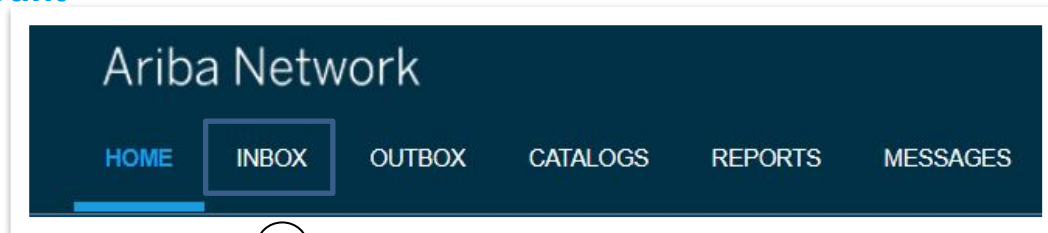
Amount	Date	Amount
615.00 EUR	4 Dec 2018	0.00 EUR

Access to the Purchase Order

Access to the PO - Enterprise Account

Inbox

1. This is the tab where you will be able to see and manage all the Purchase order that were sent to you by Solvay. It is presented as a list.



2. Search filters allows you to search using multiple criteria. Click the arrow next to Search Filters to display the query fields. Enter your criteria and click Search.

3. Click the link on the Order Number column to view the purchase order details.

4. Toggle the Table Options Menu to view ways of organizing your Inbox.

Orders and Releases (100+)

Type	Order Number	Ver	Customer	Contractor	Start Date	End Date	Amount	Date	Order Status	External Document Type	Settlement	Amount Invoiced	Revision	Actions
<input type="radio"/>	Order 451312132	1	Solvay SA - TEST				250.00 EUR	4 Dec 2018	Partially Received		Invoice	0.00 EUR	Original	Actions +
<input type="radio"/>	Order 4513121322	1	Solvay SA - TEST				250.00 EUR	4 Dec 2018	Invoiced		Invoice	250.00 EUR	Original	Actions +
<input type="radio"/>	Order 4513121321	1	Solvay SA - TEST				250.00 EUR	4 Dec 2018	New		Invoice	0.00 EUR	Original	Actions +
<input type="radio"/>	Order 4513121320	1	Solvay SA - TEST				250.00 EUR	4 Dec 2018	New		Invoice	0.00 EUR	Original	Actions +
<input type="radio"/>	Order 4513102815	1	Solvay SA - TEST				100.00 EUR	3 Dec 2018	New		Invoice	0.00 EUR	Original	Actions +
<input type="radio"/>	Order 4513102585	1	Solvay SA - TEST				90.36 EUR	23 Nov 2018	New		Invoice	0.00 EUR	Original	Actions +
<input type="radio"/>	Order 4513102565	1	Solvay SA - TEST				100.00 EUR	22 Nov 2018	New		Invoice	0.00 EUR	Original	Actions +
<input type="radio"/>	Order 4513102564	1	Solvay SA - TEST				100.00 EUR	22 Nov 2018	New		Invoice	0.00 EUR	Original	Actions +
<input type="radio"/>	Order 4513102502	1	Solvay SA - TEST				492.18 EUR	13 Nov 2018	New		Invoice	0.00 EUR	Original	Actions +
<input type="radio"/>	Order 4513102499	1	Solvay SA - TEST				492.18 EUR	13 Nov 2018	Obsolleted		Invoice	0.00 EUR	Original	Actions +

Access to the Purchase Order

Purchase Order - Enterprise Account

Inbox

1. Document version as in SAP

Note that a deleted PO in SAP is not considered as a new version in Ariba Network, but as a change of last version submitted.

2. Order status:

New: valid initial version

Changed: valid modified version

Obsoleted: invalid previous versions

Rejected: rejection through Order Confirmation

Received: goods receipt posted in SAP

4. Document revision:

Original

Changed: order modified by Solvay

Cancelled: order deleted modified by Solvay

5. Actions (depends on order status)

Confirm order

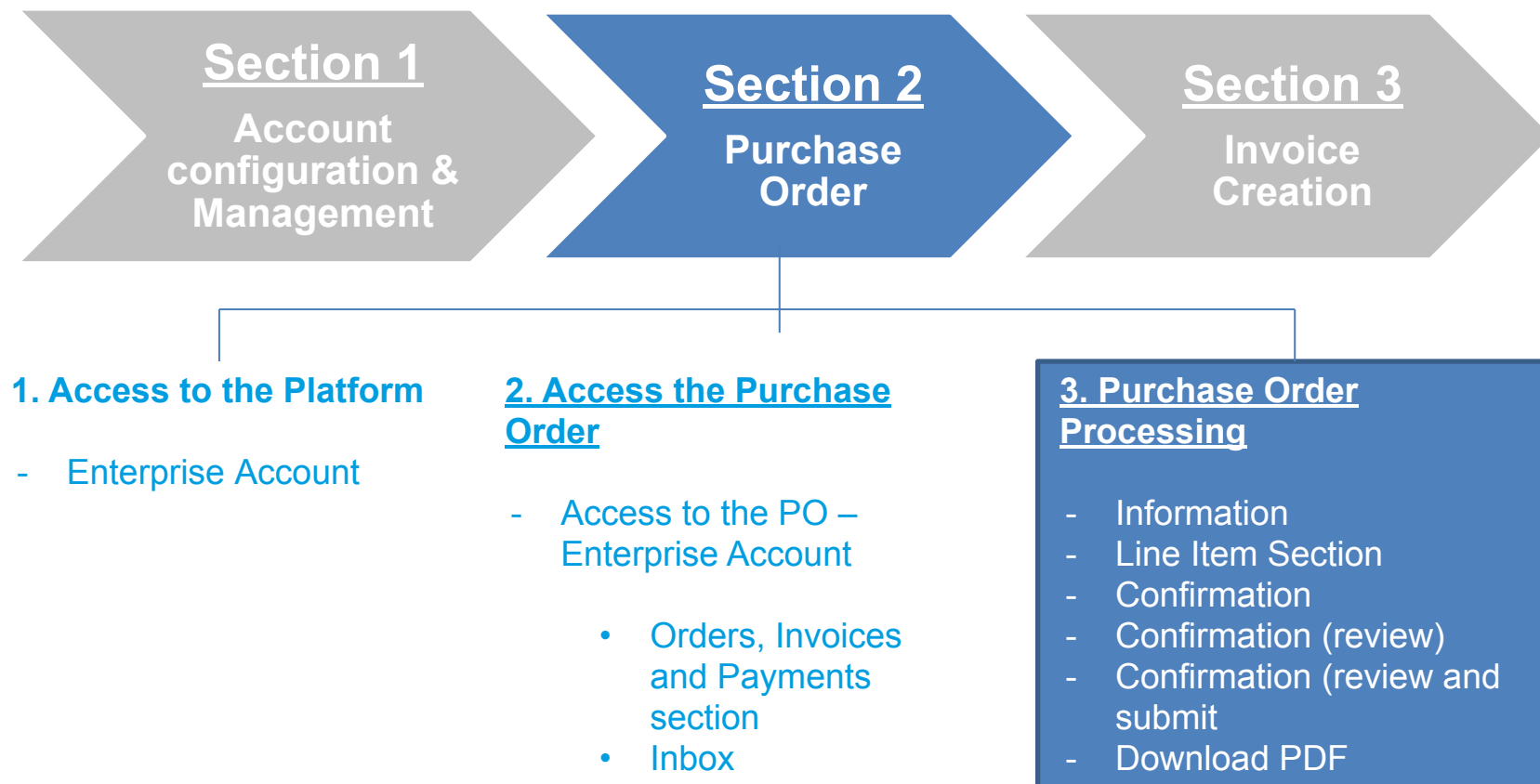
Invoice

...

3. PO contains attachments

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4000139603	3	ArcelorMittal Europe		F63 - Point de depot ELSA FLORANGE France		30,000.00 EUR	14 Nov 2017	Received	Invoice	0.00 EUR	Original	Actions
Order	4000139604	0	ArcelorMittal Europe		F63 - Point de depot ELSA FLORANGE France		10,000.00 EUR	14 Nov 2017	Received	Invoice	0.00 EUR	Original	Actions
Order	4000139651	0	ArcelorMittal Europe		AMAL-Site de Dunkerque GRANDE SYNTHÉ France		100.00 EUR	16 Nov 2017	Rejected	Invoice	0.00 EUR	Original	Actions
Order	4000140035	0	ArcelorMittal Europe		ASSK1 - See SECURITE Grande-Synthe France		100.00 EUR	27 Nov 2017	New	Invoice	0.00 EUR	Original	Actions
Order	4000140142	1	ArcelorMittal Europe		MG N°13 Grande-Synthe France		2,000.00 EUR	1 Dec 2017	Changed	Invoice	0.00 EUR	Cancelled	Actions
Order	4000140142	1	ArcelorMittal Europe		MG N°13 Grande-Synthe France		2,000.00 EUR	30 Nov 2017	Obsoleted	Invoice	0.00 EUR	Changed	Actions
Order	4000140142	0	ArcelorMittal Europe		MG N°13 Grande-Synthe France		2,000.00 EUR	29 Nov 2017	Obsoleted	Invoice	0.00 EUR	Original	Actions
Order	4000140213	3	ArcelorMittal Europe		MG N°13 Grande-Synthe France		4,000.00 EUR	4 Dec 2017	Received	Invoice	0.00 EUR	Changed	Actions

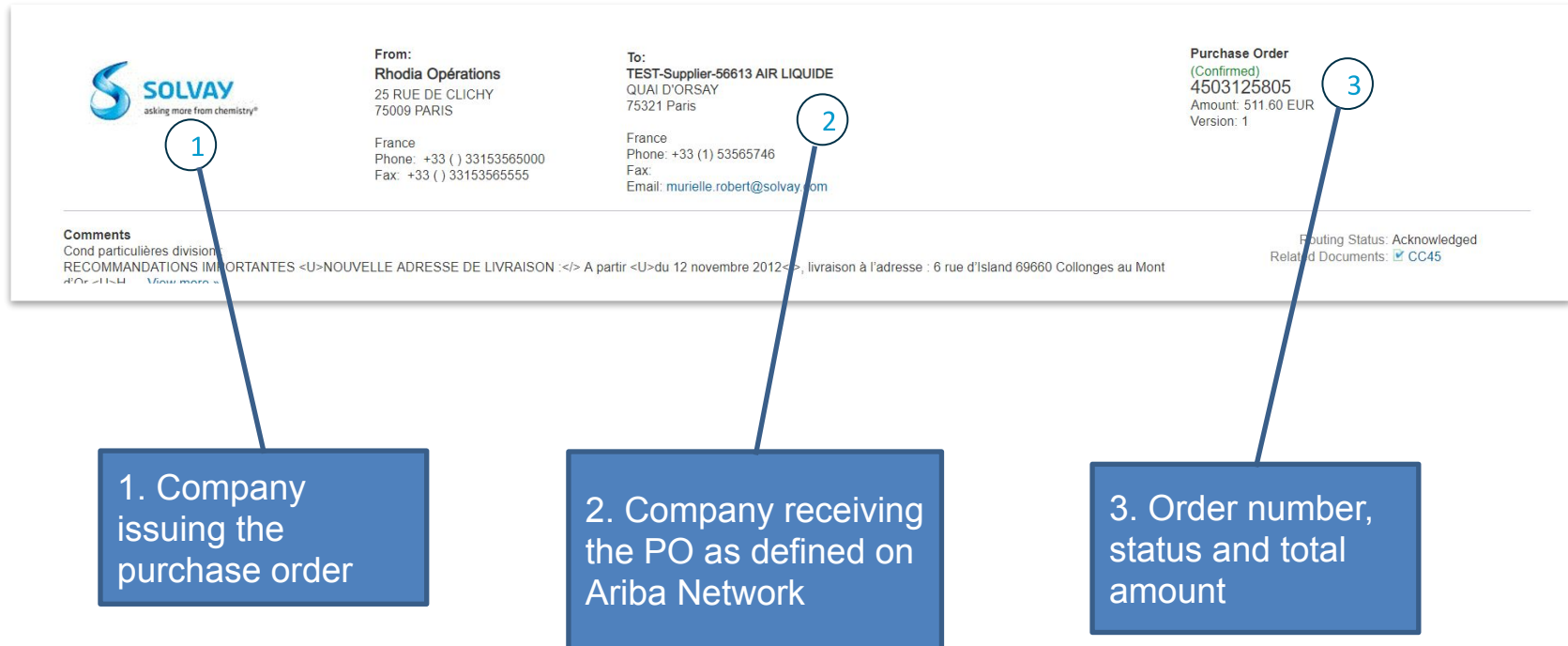
SAP Ariba User Guide



Purchase Order Processing

Purchase Order - Information

The header section contains overall information, such as :



Purchase Order Processing

Purchase Order - Information

The Purchase Order Also Contains Following information

1. General comments (e.g. general conditions)
2. Contact information, both from your company as from the company issuing the PO.
3. VAT ID, price agreement and attachments (if relevant), incoterms
4. Transport Terms Information - Payment terms Description
5. Requester contact - Solvay Privileged Contact
6. Ship to and Bill to addresses. Multiple Ship to addresses on the same order are addressed at line item level.

Comments

Texte en-tête :
***** AIGC CLIM DEVIS N° 19000 *****

1

Informations légales société :

S.A.S. Capital 581.059.110 EUR RCS PARIS B 622 037 083 FR41622037083
== ... View more »

Contact Information Supplier Address

AIGC CLIM SAS
19 RUE ROCHAMBEAU
69008 LYON
69
France
Email: CONTACT@AIGC-LYON.COM
Phone: +33 () 0478788888
Fax: +33 () 0478788889
Address ID: 92302
buyerID: 92302

2

Other Information

Customer VAT/Tax ID: FR41622037083

3

Attachments

General_Purchasing_Conditions_FRANCE_as_of_June_2018_(FR).pdf (application/pdf)

Transport Terms Information

Payment Terms Description: 45 J fin de mois date de facture

4

Requester Contact

Requester: Alain Bourbon-ext
RequesterID: Alain.Bourbon-ext@solvay.com

5

Solvay Privileged Contact

Claim Office Name: SOLVAY EMEA PROVISIONING LISBON
clientNumber: +35 121 831 9225
mailbox: ptp-provisioning.emea@solvay.com

Ship All Items To

ZA SOLVAY - Porte Est
Route des Digues (A33 sortie n° 6)
54110 DOMBASLE-SUR-MEURTHE
54
France
Ship To Code: DOC
Location Code: DOC

6

Bill To

SOLVAY OPERATIONS FRANCE
2 RUE GABRIEL PERI
54110 DOMBASLE-SUR-MEURTHE
54
France
Phone: +33 () 03 83185454
Fax: +33 () 03 83185445
supplierID: 10154196
buyerID: 3471

Deliver To

Purchase Order Processing

Purchase Order – Line Item Section

[illegible]

Line Items section describes the ordered items.


1. Each line describes a quantity of items Solvay wants to purchase at an agreed price for a specific date.
2. Click on the Show Item details to unfold detailed information (you can also define which section to show)
3. Status Line item comments, containing for example old material number
4. Line item specific attachments
5. Ship to (if specific for each line)
6. Schedule lines as requested in the purchase order

Purchase Order Processing

Purchase Order – PO Update

SOLVAY may issue purchase order changes.

- Header Level: The command status is Changed. The original command has the status Obsolete.
- Line Item Level: Modified fields are highlighted.
- Canceled order: Has the status Canceled




From:
Rhodia Opérations
 25 RUE DE CLICHY
 75009 PARIS



France
 Phone: +33 () 33153565000
 Fax: +33 () 33153565555

To:
TEST-Supplier-51272 RS COMPONENTS
 RUE NORMAN KING
 60000 BEAUVAIS

France
 Phone: +33 (1) 123456778
 Fax: +33 (1) 12345678
 Email: diogo.oliveira@solvay.com

Purchase Order
(→ Changed)
4500016571
 Amount: 100.00 EUR
 Amount: 50.00 EUR
 Version: 14 (Previous Version)

Line Items Show Item Details 

Line #	Change	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal	
10	→ Edited		1754341	Material	1.0 (UN) 	10 Sep 2017	100.00 EUR	100.00 EUR	Details
					(PCE) 		50.00-EUR	50.00-EUR	
JOINT DN80 PN10/16FJS TOPCHEM3210 89X142									

Order submitted on: Thursday 9 Nov 2017 2:22 PM GMT+01:00
 Received by Ariba Network on: Tuesday 30 Jan 2018 9:44 AM GMT+01:00
 This Purchase Order was sent by Solvay SA - TEST AN01001349060-T and delivered by Ariba Network.

Sub-total: - 50.00 -EUR

Sub-total: 100.00 EUR

Purchase Order Processing

Purchase Order – Confirmation

Requirements

- The order can only be the object of a total confirmation: order confirmed in its entirety.
- Only Expected Delivery Date and Expected Ship Date can be changed.
- In case of disagreement with any other element of the order such as quantity, price, ... please contact the privileged contact whose coordinates appear at the head of the order or send a message to: Ariba.support@solvay.com
- Note: You can not confirm an order that has already been processed, shipped, or billed

Purchase Order Processing

Purchase Order – Confirmation

On top and bottom of the order page, you will find a set of buttons.

1. Subsequent documents can be created from out the PO. Depending on criteria defined by Solvay, some options may be available. For example, PO confirmation is not a mandatory prerequisite for the creation of an invoice.
2. Order processing options are presented:
 - Resend a PO which was not sent properly to your email address, cXML or EDI.
 - Export cXML to save a copy of the cXML source information
 - Download CSV to export the PO in CSV format for upload and process in your ERP
3. Order History for diagnosing problems and for auditing total value.

Purchase Order: 4500017330

☒ Create Order Confirmation
 ☐ Create Ship Notice
 ☐ Create Invoice
 Hide | Print | Download PDF | Export cXML | Download CSV | Resend

Order Detail
Order History

Purchase Order Processing

Purchase Order – Confirmation

1. Enter a Confirmation Number which is any number you use to identify the order confirmation.
2. By default, each line of the confirmation inherits the delivery date mentioned on the order. If you specify an Estimated Delivery Date, it will be applied to all line items upon submitting.
3. Enter a comment (Not Mandatory)
4. Click Next when finished to proceed to the [Review](#) page.

Confirming PO

Exit

Next

1 Confirm Entire Order

2 Review Order Confirmation

▼ Order Confirmation Header

Confirmation #:

Associated Purchase Order #:

4500017330

Customer:

Solvay SA - TEST

Supplier Reference:

SHIPPING AND TAX INFORMATION

Est. Shipping Date:

Est. Shipping Cost:

Est. Delivery Date: *

Est. Tax Cost:

Comments:

1

2

3

4

* Indicates required field

Purchase Order Processing

Purchase Order – Confirmation (review)

The review tab summarize the purchase Order Confirmation and inherits all the information from the PO.

Confirming PO

Previous

Submit

Exit

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: CC4500017330

Supplier Reference:

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
10		2.0 (EA) ⓘ	14 Dec 2017	10.00 EUR	20.00 EUR
	ANtest - attach & text 1				
	Current Order Status:				
	2.0 Confirmed With New Date (Estimated Delivery Date: 18 Dec 2018)				

Previous

Submit

Exit

Purchase Order Processing

Purchase Order – Confirmation (Review and Submit)

Review the order confirmation before you proceed to sending it.

1. If you need to correct an entry, press **Previous**.
2. Click **Submit** if all is correct. Your order confirmation is sent to Solvay and you are brought back to the purchase order page. If your confirmation contains modifications that will impact the purchase order, and are validated by Solvay, a new version of the order will be sent to SAP Ariba Network.

3. The Order Status will be displayed **above the order number**. It will be shown as Partially Confirmed if items were backordered or rejected. Generate another order confirmation to set them to confirm if needed.
4. Submitted Order Confirmations can be viewed from Outbox or by clicking the link under the Related Documents from the PO View.
5. Click Done to return to the Inbox.

Purchase Order Processing

Purchase Order – Create PDF

Select “Download PDF” as shown

Purchase Order: 20150415_PO2

☒ Create Order Confirmation
 ☐ Create Ship Notice
 ☐ Create Invoice

Save As

Desktop

File name: 20150415_PO2.pdf

Save as type: Adobe Acrobat Document (*.pdf)

Browse Folders

Save Cancel

Do you want to open or save 20150415_PO2.pdf from service.ariba.com?

Open Save

Contact – Help - Links

Useful links

FAQ and actualities around Ariba Network : <https://connect.ariba.com/anfaq.htm>

Statistic Ariba Cloud : <http://trust.ariba.com>

→ Detailed information and last notifications about problems related to the products and the planned Ariba update periods.

Ariba Discovery : <http://www.ariba.com/solutions/discovery-for-suppliers.cfm>

Notifications Ariba Network : <http://netstat.ariba.com>

→ Information concerning update, new versions and new functionalities.

Contact - Help

Email Address

Please address all your questions to the Following Email Address:

Ariba.Support@Solvay.com

Thank You

Driving Services Excellence



www.solvay.com



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