Solvay User Guide

SAP Ariba Purchase Order Processing
(Standard 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 a Standard 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

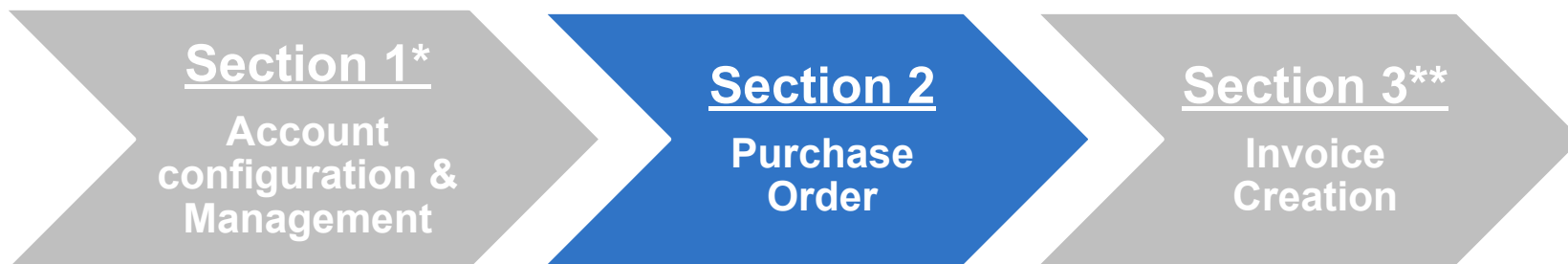Go Back to the first page of the section

Go Back to the previous page

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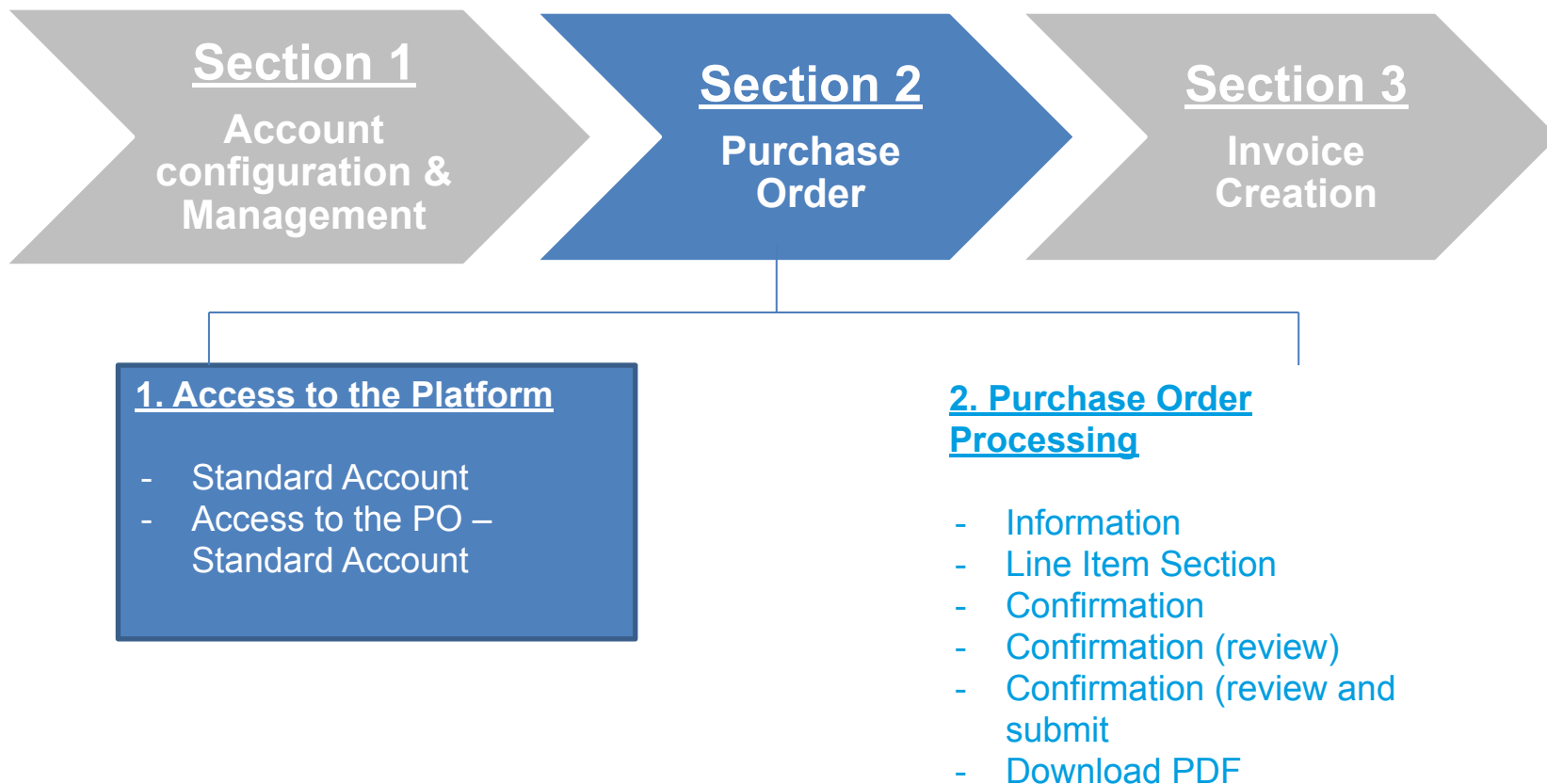| Section 1*	Section 2	Section 3**
Section 1* Account configuration & Management	**Section 2** Purchase Order	**Section 3**** Invoice Creation

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

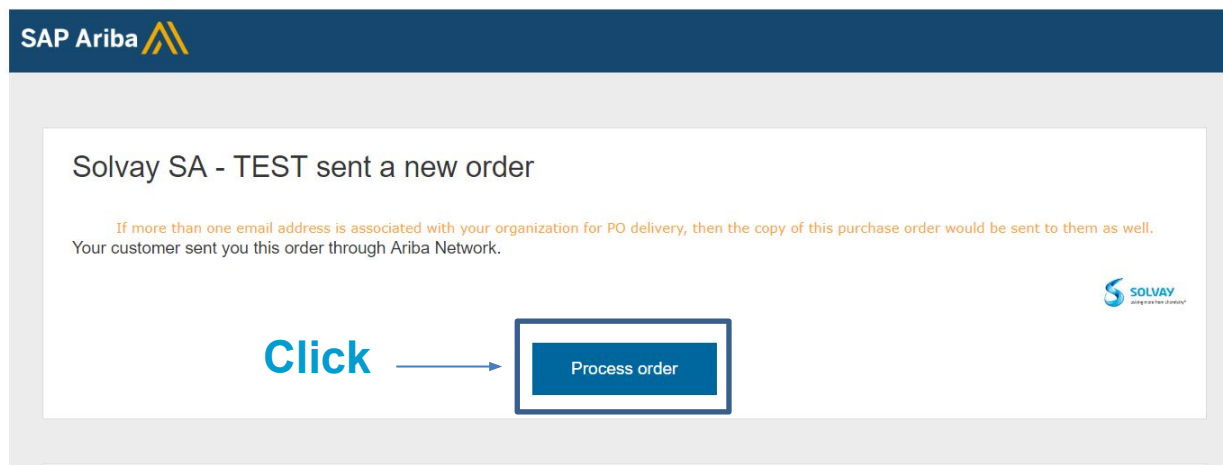***Section 1 : Purchase Order : Solvay_Purchase_Order_Processing_User_Guide (Standard)** (Available on same web page)
**Section 3 : Invoice Creation : Solvay_Invoice_Creation_User_Guide (Standard) (Available on same web page)

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Section 1	Section 2	Section 3
Account configuration & Management	Purchase Order	Invoice Creation

1. Access to the Platform

- Standard Account
- Access to the PO – Standard Account

2. Purchase Order Processing

- Information
- Line Item Section
- Confirmation
- Confirmation (review)
- Confirmation (review and submit
- Download PDF

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Access to the Platform

Access a PO - Standard Account

- To confirm a Purchase Order, if you are the owner of a Standard Account you will needs to click on the "Process Order" link that you will find in the notification Email.

- Clicking this link will give you access to the home page of the SAP Ariba Network Platform where you will have to enter your User Name and Password (see next slide).

- It's impossible to process the PO and confirm it by accessing directly to the SAP Ariba Platform.

→ Therefore, it is really important to organize and keep the PO notification mails carefully in the reception Mailbox of the company when you only have a Standard account in SAP Ariba Network.

Access to the Platform

Access a PO - Standard Account

As an owner of a Standard Account, you can access to the SAP Ariba platform only by clicking on the link of a notification Email. You are therefore able to process a PO and create an Invoice only via the notification Email mentioned earlier in the slide covering the access of a Standard account to the SAP Ariba Network Platform.

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Access to the Purchase Order

Access to the PO - Standard Account

With a Standard Account, once you entered your User Name and Password, You will be directed immediately to the PO :

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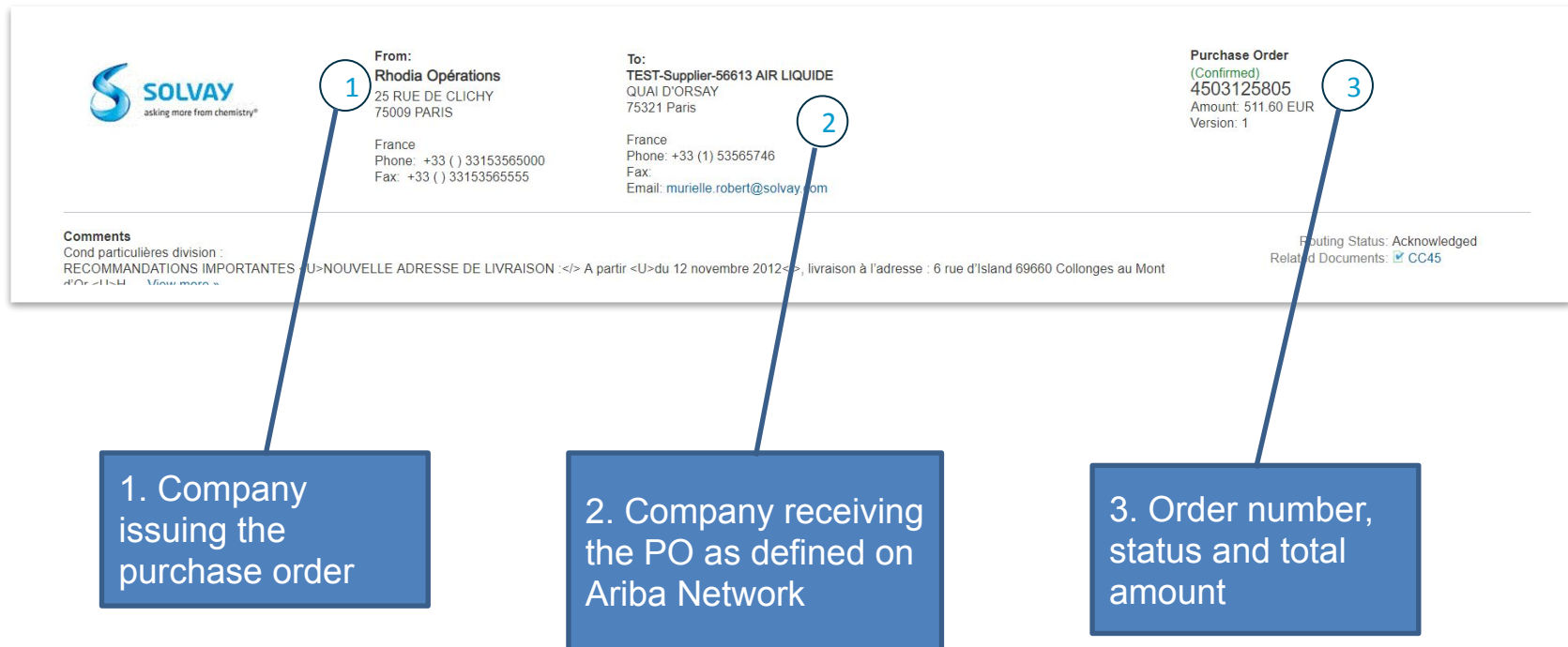5/17/2019

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Purchase Order Processing

Purchase Order - Information

The header section contains overall information, such as :

1. Company issuing the purchase order

2. Company receiving the PO as defined on Ariba Network

3. Order number, status and total amount

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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 Solvay

3. VAT ID, price agreement and attachments (if relevant), incoterms

4. Transport terms Information - Payment Terms Description

5. Request Contact

6. Solvay Privileged Contact

7. Ship to and Bill to addresses. Multiple Ship to addresses on the same order are addressed at line

Comments
Texte en-tête :
******* AIGC CLIM DEVIS N° 119000 ************
===

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

Other Information
   Customer VAT/Tax ID: FR41622037083

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

Requester Contact

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

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	Bill To	Deliver To
ZA SOLVAY - Porte Est	**SOLVAY OPERATIONS FRANCE**	.
Route des Digues (A33 sortie n° 6)	2 RUE GABRIEL PERI	.
54110 DOMBASLE-SUR-MEURTHE	54110 DOMBASLE-SUR-MEURTHE	.
54	54	
France	France	
Ship To Code: DOC	Phone: +33 ( ) 03 83185454	
Location Code: DOC	Fax: +33 ( ) 03 83185445	
	supplierID: 10154196	
	buyerID: 3471	

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Purchase Order Processing

Purchase Order – Line Item Section

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

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Purchase Order Processing

Purchase Order – PO Update

SOLVAY may issue purchase order changes.

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

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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

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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 |

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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 applied to all line items upon submitting.

3. Enter a comment (Not Mandatory)

4. Click Next when finished to proceed to the Review page.

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Purchase Order Processing

Purchase Order – Confirmation (review)

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

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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

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.**

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Contact - Help

Email Address

Please address all your questions to the Following Email Address:

Ariba.Support@Solvay.com

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Thank You

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