



**SOLVAY**

asking more from chemistry®

# 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

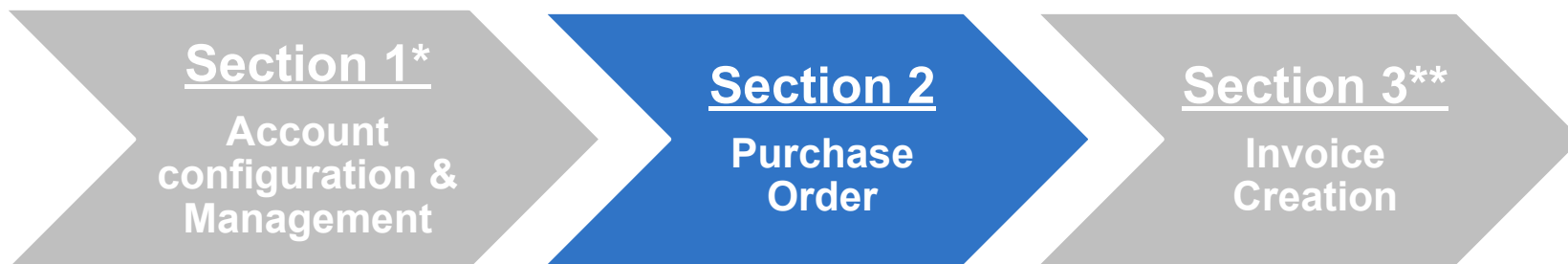


Go Back to the previous page



Go Back to the next page

# SAP Ariba User Guide

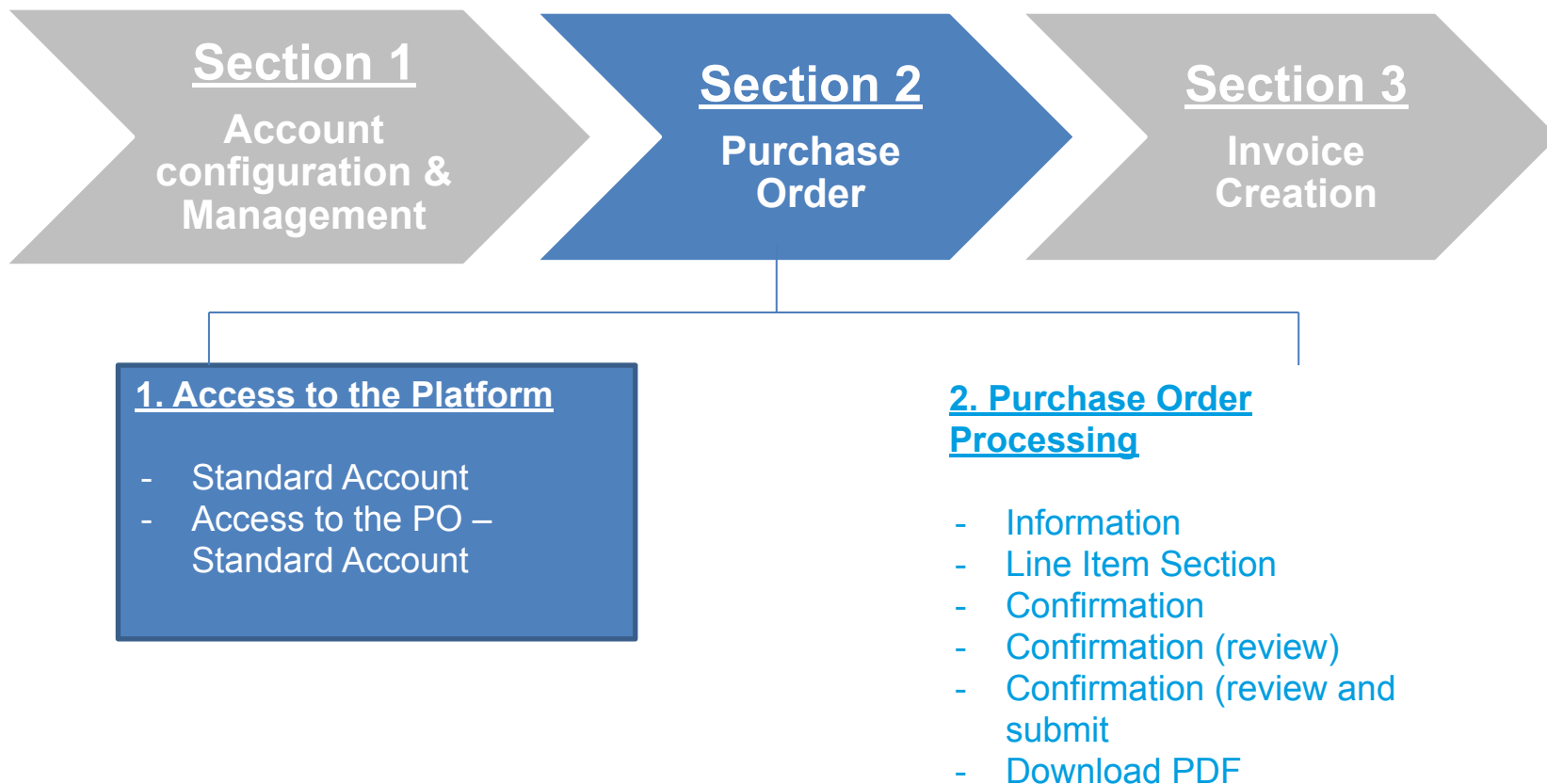


Grey section will be covered in other User Guide Documents that you can find in the same webpage than this User Guide:

**\*Section 1 : Purchase Order : Solvay\_Purchase\_Order\_Processing\_User\_Guide (Standard)** (Available on same web page)

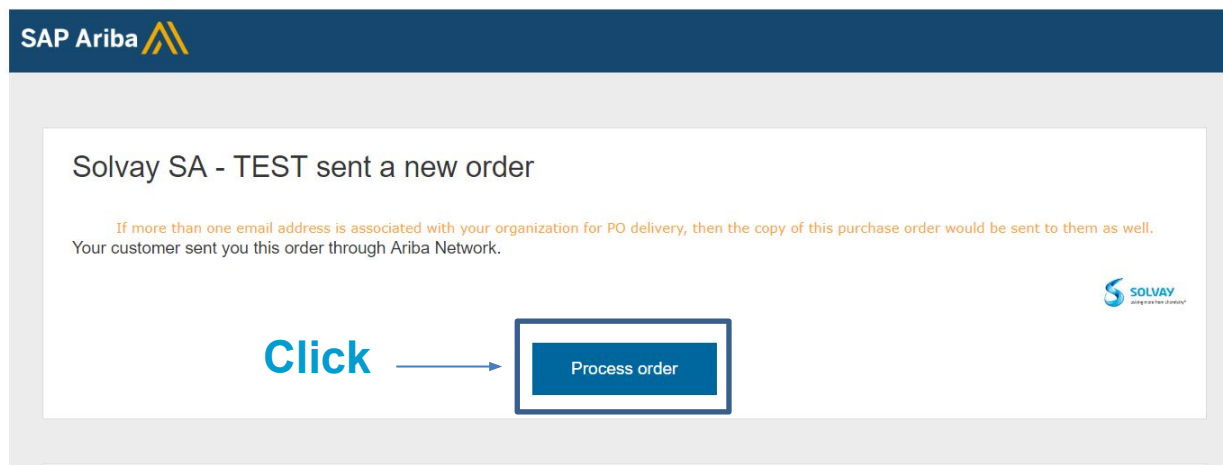
**\*\*Section 3 : Invoice Creation : Solvay\_Invoice\_Creation\_User\_Guide (Standard)** (Available on same web page)

# SAP Ariba User Guide



# Access to the Platform

## Access a PO - Standard Account



- To confirm a Purchase Order, if you are the owner of a Standard Account you will need 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.

**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 Log in, 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 - Standard Account


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

Ariba Network
Test Mode
Upgrade from light account
Learn More
Company Settings
Test SOLVAY
Help Center

Purchase Order: 4503125805
Done

Create Order Confirmation
Create Ship Notice
Create Invoice
Print
Download PDF
Download CSV
Resend

Order Detail
Order History



**From:**  
**Rhodia Opérations**  
25 RUE DE CLICHY  
75009 PARIS  
  
France  
Phone: +33 ( ) 33153565000  
Fax: +33 ( ) 33153565555

**To:**  
**TEST-Supplier-56613 AIR LIQUIDE**  
QUAI D'ORSAY  
75321 Paris  
  
France  
Phone: +33 (1) 53565746  
Fax:  
Email: [murielle.robert@solvay.com](mailto:murielle.robert@solvay.com)

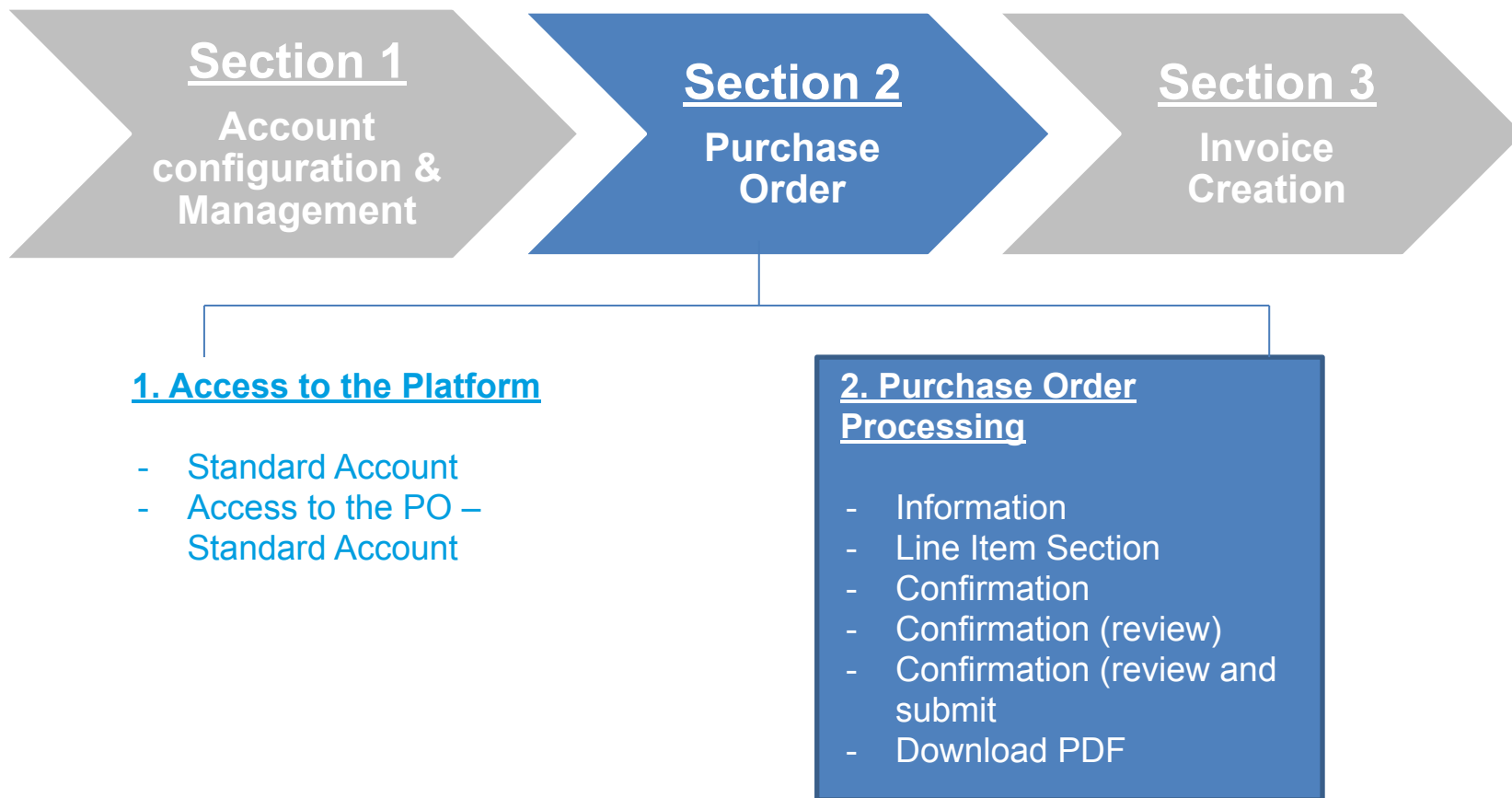
**Purchase Order**  
(Confirmed)  
**4503125805**  
Amount: 511.60 EUR  
Version: 1

**Comments**  
Cond particulières division :  
RECOMMANDATIONS IMPORTANTES <U>NOUVELLE ADRESSE DE LIVRAISON :</> A partir <U>du 12 novembre 2012</>, livraison à l'adresse : 6 rue d'Island 69660 Collonges au Mont d'Or <U>H ... View more »

Routing Status: Acknowledged  
Related Documents: CC45

**Contact Information**  
**Supplier Address**  
**AIR LIQUIDE**  
75 QUAI D'ORSAY  
75321 PARIS CEDEX  
75  
France  
Email:  
[murielle.robert@solvay.com](mailto:murielle.robert@solvay.com)  
Phone: +33 ( ) 0140625555  
Fax: +33 ( ) 0140625526  
Address ID: 56613

# SAP Ariba User Guide

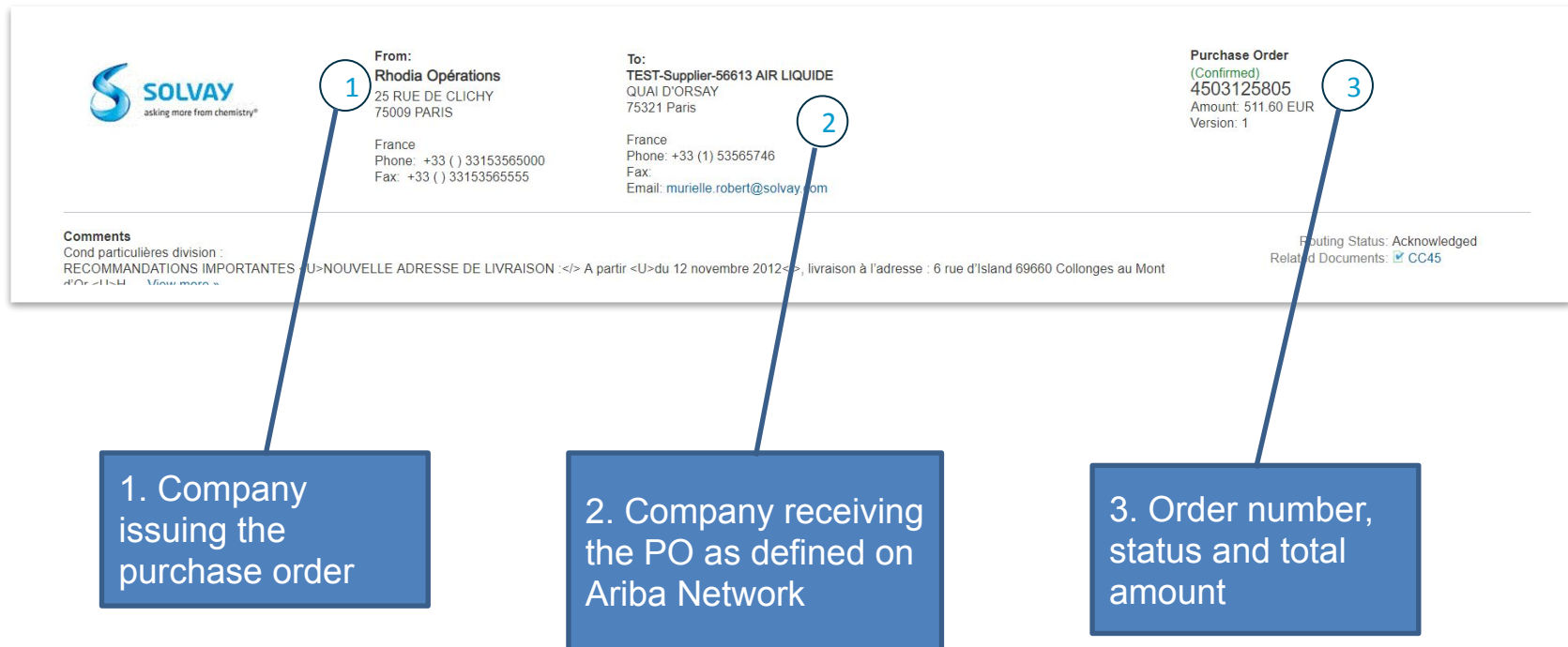




# Purchase Order Processing

## 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 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](mailto: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

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### Solvay Privileged Contact

Claim Office Name: SOLVAY EMEA PROVISIONING LISBON

clientNumber: +35 121 831 9225

mailbox: [ptp-provisioning.emea@solvay.com](mailto: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

### 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

The screenshot shows the 'Line Items' section of a purchase order. It includes a table with columns: Line #, Part # / Description, Customer Part #, Type, Qty (Unit), Need By, Price, Subtotal, and a 'Details' link. Below the table are sections for Status, Attachment, Deliver To, Ship To, and Schedule Lines. Numbered callouts 1 through 6 highlight specific elements: 1 points to the first line item, 2 points to the 'Show Item Details' link, 3 points to the Status section, 4 points to the Attachment section, 5 points to the Ship To section, and 6 points to the Schedule Lines section.

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Price	Subtotal	
10	...	...	Material	10.0 (PCE)	26 Dec 2017	100.00 EUR	1,000.00 EUR	<a href="#">Details</a>
20	...	...	Material	100.0 (PCE)	26 Dec 2017	1.00 EUR	100.00 EUR	<a href="#">Summary</a>

**Status**  
100.0 Unconfirmed

**Attachment**  
@ Test\_3.docx (application/vnd.openxmlformats-officedocument.wordprocessingml.document)

**Deliver To**  
Address:  
...

**Ship To**  
Address:  
...

**Schedule Lines**

Schedule Line #	Delivery Date	Ship Date	Quantity (Unit)
1	26 Dec 2017 12:00 PM CET		100.0 (PCE)

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 Purchase order 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](mailto: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 applied to all line items upon submitting.
3. Enter a comment (Not Mandatory)
4. Click Next when finished to proceed to the [Review](#) page.

The screenshot shows the 'Confirming PO' form. On the left, a sidebar contains two steps: '1 Confirm Entire Order' and '2 Review Order Confirmation'. The main form area is titled 'Order Confirmation Header' and includes fields for 'Confirmation #', 'Associated Purchase Order #', 'Customer', and 'Supplier Reference'. Below this is a section for 'SHIPPING AND TAX INFORMATION' with fields for 'Est. Shipping Date', 'Est. Delivery Date', 'Est. Shipping Cost', 'Est. Tax Cost', and a 'Comments' text area. A 'Next' button is in the top right corner. Numbered callouts are placed as follows: '1' over the 'Confirmation #' field, '2' over the 'Est. Delivery Date' field, '3' over the 'Comments' text area, and '4' over the 'Next' button.

# 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
 Hide | Print
 **Download PDF**
 Export cXML | Download CSV | Resend

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](mailto:Ariba.Support@Solvay.com)**

# Thank You

## Driving Services Excellence



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