



# SAP Ariba Network Manual for Suppliers with Standard Account

April 2021

# AGENDA

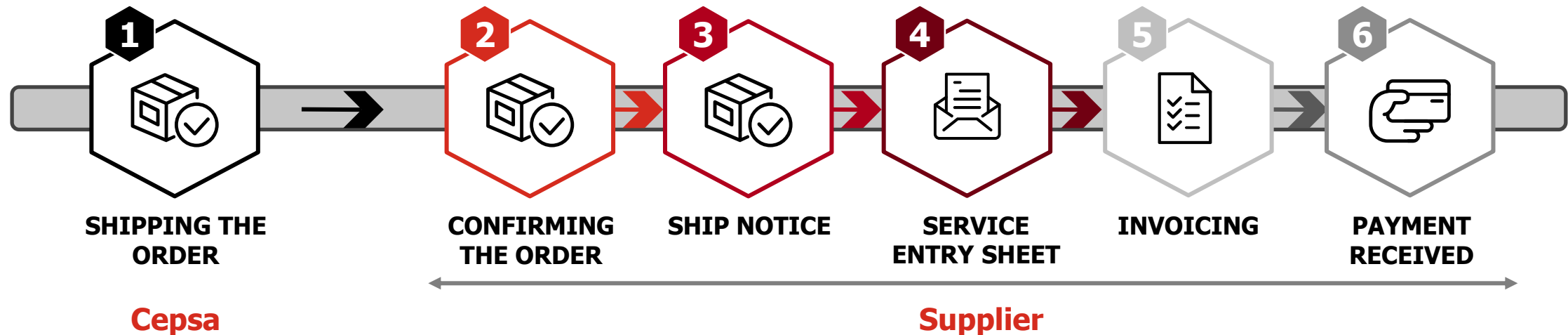
- 1 Ariba Network
- 2 Orders management
- 3 Ship Notice
- 4 Service Entry Sheet
- 5 Invoice management
- 6 Payments received
- 7 User profile management
- 8 Notifications management
- 9 Routing orders and invoices management



# 1. ARIBA NETWORK

As a supplier, you will carry out the necessary procedures and processes in Ariba Network. From the receipt of the order, to the collection thereof.

You will receive the purchase order from Cepsa in your email. From there, you will access the platform and you will be able to carry out the management processes such as: confirming the order, generating ship notices, generating service entry sheet, creating invoices and viewing collections.





## 1. Ariba Network: Access to Management in the Platform

As you have a **Standard account**, in order to carry out transactions in the platform, you must access from the interactive email you will receive from Cepsa. In this email you can **click** on process order, which is a link that will automatically take you to be able to log in and enter the purchase order page on Ariba Network.

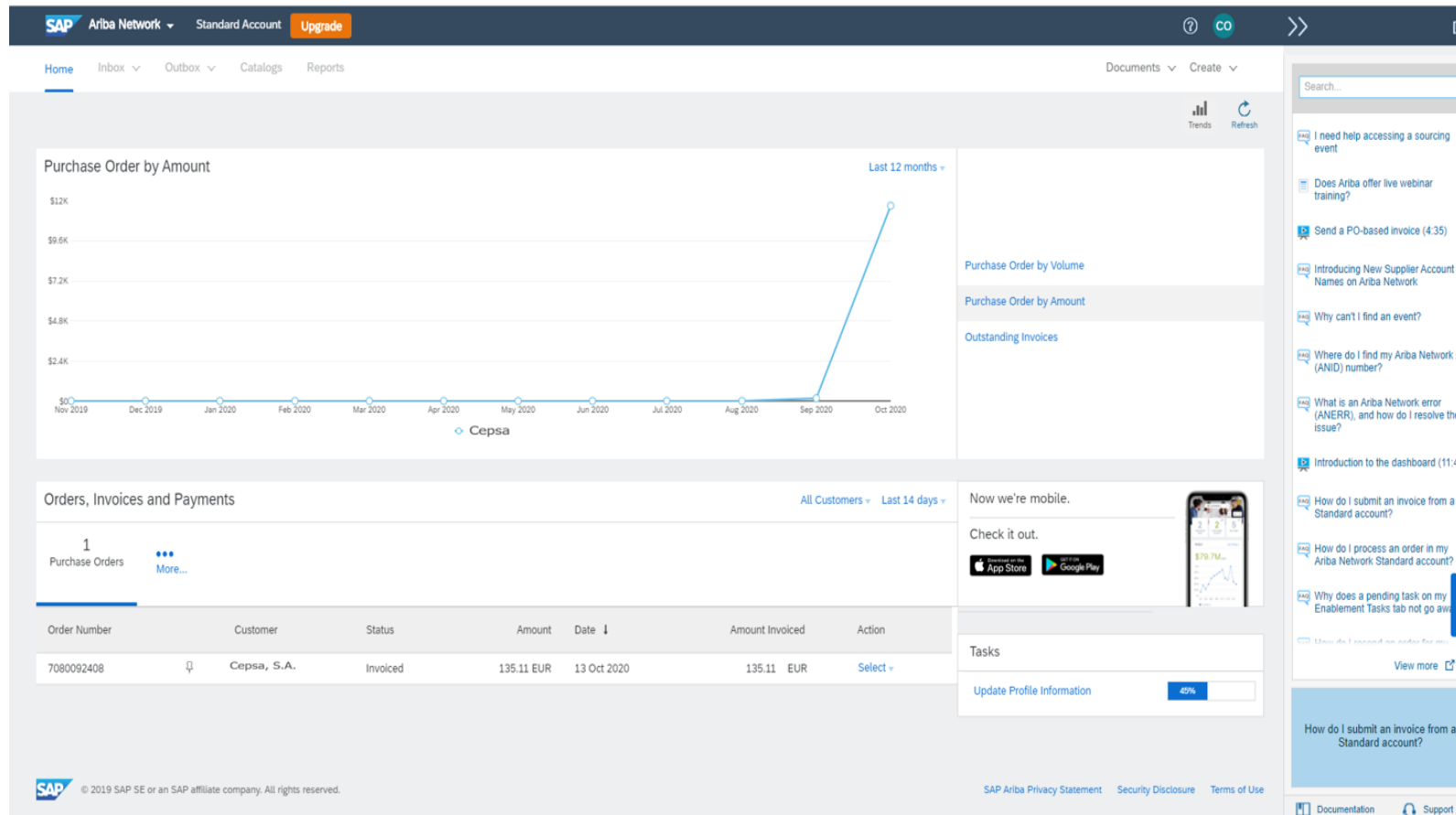
Once you have entered the platform, you will see the purchase order sent by Cepsa, with **all the information** about it. From this screen you will be able to carry out the necessary procedures in relation to the order, such as: order confirmation, creation of the Ship Notice, creation of the invoice, etc..

**Access to this screen will always be from the interactive email**, so you must always enter it from its link. If you enter the platform by entering the data, but from the web and not from the mail, you will access the general Ariba Network page of the standard supplier. In it you will see your account and information about orders and documents, but you will not be able to carry out specific order management (except the management of creating an Invoice without an order and everything related to user management).

*Therefore, interactive mail will be your main point of access to Cepsa orders to carry out transactions on the Ariba Network platform.*

# 1. ARIBA NETWORK: PORTAL HOME PAGE (1/7)

The **Home Page** accessed when entering the Ariba Network portal is as follows



Being a Standard account, the functionalities available from the home page are limited.

## 1. ARIBA NETWORK: PORTAL HOME PAGE (2/7)

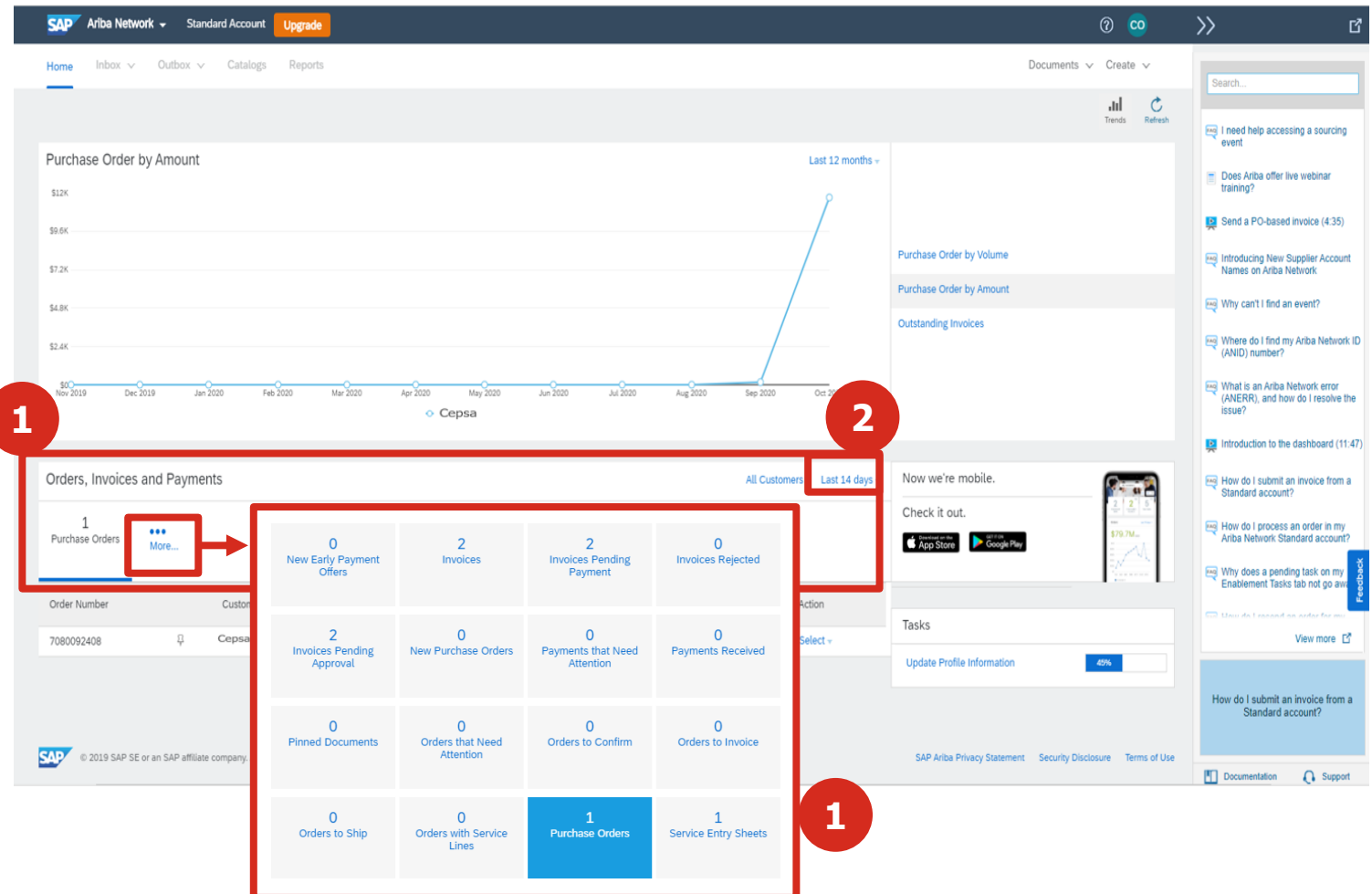
On the home page you will have a **dashboard** with the main volumes of the transactions to be carried out through the Ariba Network platform

**1** On the home page you will be able to see a dashboard with the main volumes of **orders, invoices and payments that you have received / made**. However, you will not be able to access these documents from this dashboard.

**2** This functionality allows to limit the **period of time** that is shown of the volumes of the transactions in the dashboard.

It is possible to set that time frame from a **minimum of 24 hours to the last 31 days**. You can also select the option of **the last 200 documents generated**.

**3** Below the dashboard you can see a list of recent documents.



# 1. ARIBA NETWORK: PORTAL HOME PAGE (3/7)

On the home page you will have a summary list with the latest transactions you have made in the platform.

3 Below the dashboard you can see a list of recent documents.

4 If at any time you need to retrieve the email from Ariba Network with which you received the notification of a document (for example, an order), the platform allows you to request that email be resent.

To do this, in the list of documents, you must click **Select** (under Action) on the document for which you want to receive notification again. You can then select **Send me a copy to take action**.

The screenshot displays the SAP Ariba Network Standard Account home page. At the top, there's a navigation bar with 'SAP Ariba Network', 'Standard Account', and an 'Upgrade' button. Below this is a dashboard with a line chart titled 'Purchase Order by Amount' showing data for the last 12 months. The chart shows a significant spike in October 2020. To the right of the chart are links for 'Purchase Order by Volume', 'Purchase Order by Amount', and 'Outstanding Invoices'. Below the chart is a section titled 'Orders, Invoices and Payments' with a table listing documents. The table has columns: Order Number, Customer, Status, Amount, Date, Amount Invoiced, and Action. A red box highlights the first row of the table, which contains the order number 7080092408, customer Cepsa, S.A., status Invoiced, amount 135.11 EUR, date 13 Oct 2020, and amount invoiced 135.11 EUR. Another red box highlights the 'Action' column for this row, which contains a 'Select' dropdown menu. A third red box highlights the 'Send me a copy to take action' option in the dropdown menu. A red circle with the number 3 is placed over the first row of the table, and a red circle with the number 4 is placed over the 'Action' column. The page also features a sidebar with a search bar and a list of help topics, and a footer with SAP logos and links to privacy, security, and terms of use.

| Order Number | Customer    | Status   | Amount     | Date        | Amount Invoiced | Action                                  |
|--------------|-------------|----------|------------|-------------|-----------------|---|
| 7080092408   | Cepsa, S.A. | Invoiced | 135.11 EUR | 13 Oct 2020 | 135.11 EUR      | Select<br>Send me a copy to take action |

# 1. ARIBA NETWORK: PORTAL HOME PAGE (4/7)

From the platform's home page you have the option of accessing the creation of some documents.

**5** From the **Create** functionality of the home page you can access the form for creating an invoice **without a purchase order**.

The screenshot displays the SAP Ariba Network Standard Account home page. The top navigation bar includes the SAP logo, 'Ariba Network', 'Standard Account', and an 'Upgrade' button. The main content area is divided into several sections. On the left, there's a 'Purchase Order by Amount' line chart for Cepsa, showing a sharp increase in late 2020. Below this is a table titled 'Orders, Invoices and Payments' with one entry for Cepsa, S.A., showing an invoice for 135.11 EUR. On the right, there's a sidebar with various help topics and a 'Tasks' section. The 'Create' dropdown menu is open, showing options: 'CREATE', 'Non-PO Invoice', and 'Contract Invoice'. A red circle with the number 5 highlights the 'Non-PO Invoice' option.

| Order Number | Customer    | Status   | Amount     | Date        | Amount Invoiced | Action |
|--------------|-------------|----------|------------|-------------|-----------------|--------|
| 7080092408   | Cepsa, S.A. | Invoiced | 135.11 EUR | 13 Oct 2020 | 135.11 EUR      | Select |



# 1. ARIBA NETWORK: PORTAL HOME PAGE (5/7)

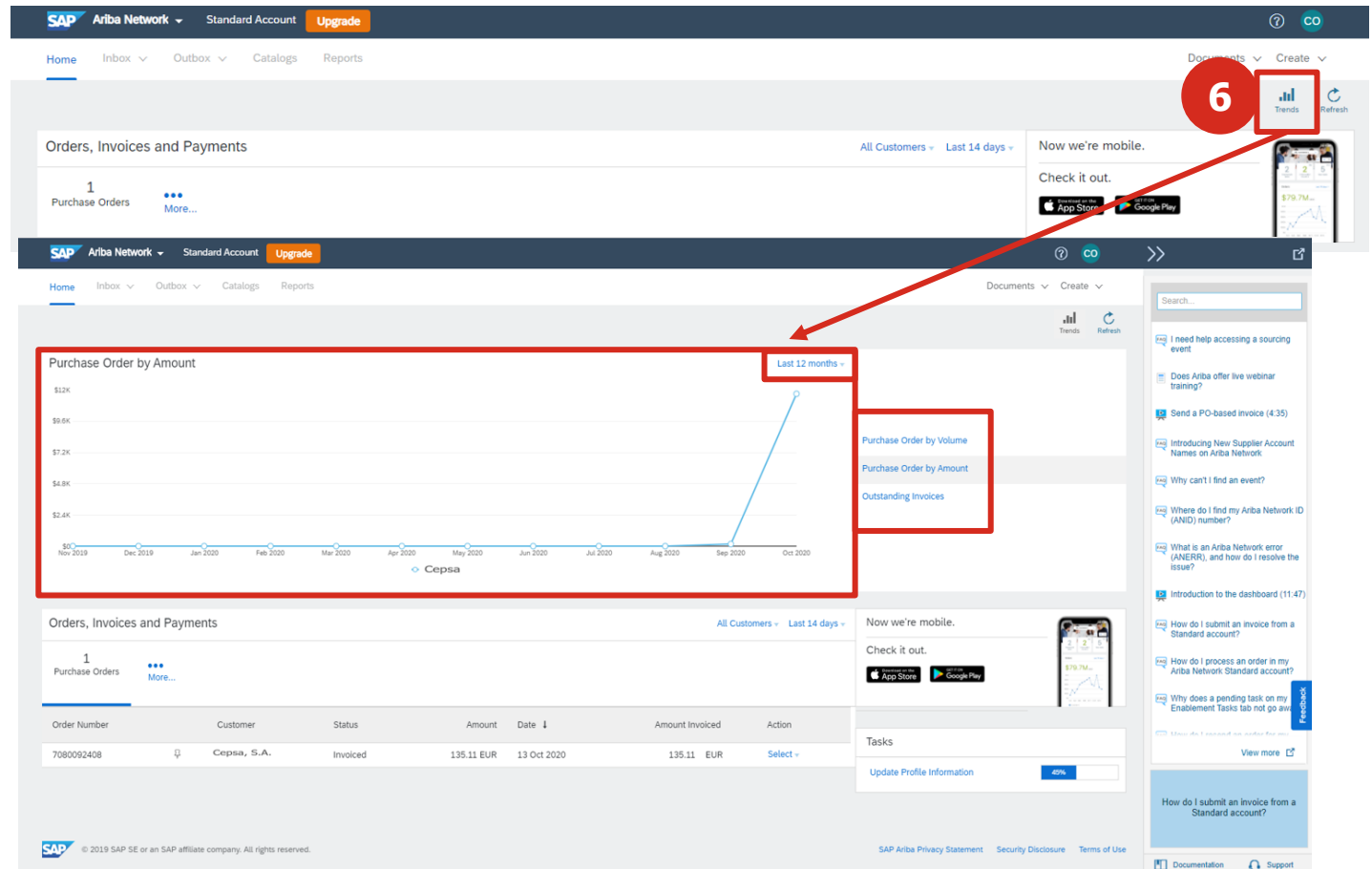
The platform allows you to view trend graphs of transactions, in order to view them, you must access them from the home page.

**6** The **Trends** functionality will allow you to access the graph in the home page where you can view the trends of transactions based on various parameters.

In the displayed **graph** you can select:

The time period to display on the chart

The vision: order by volume, order by amount and pending invoices.

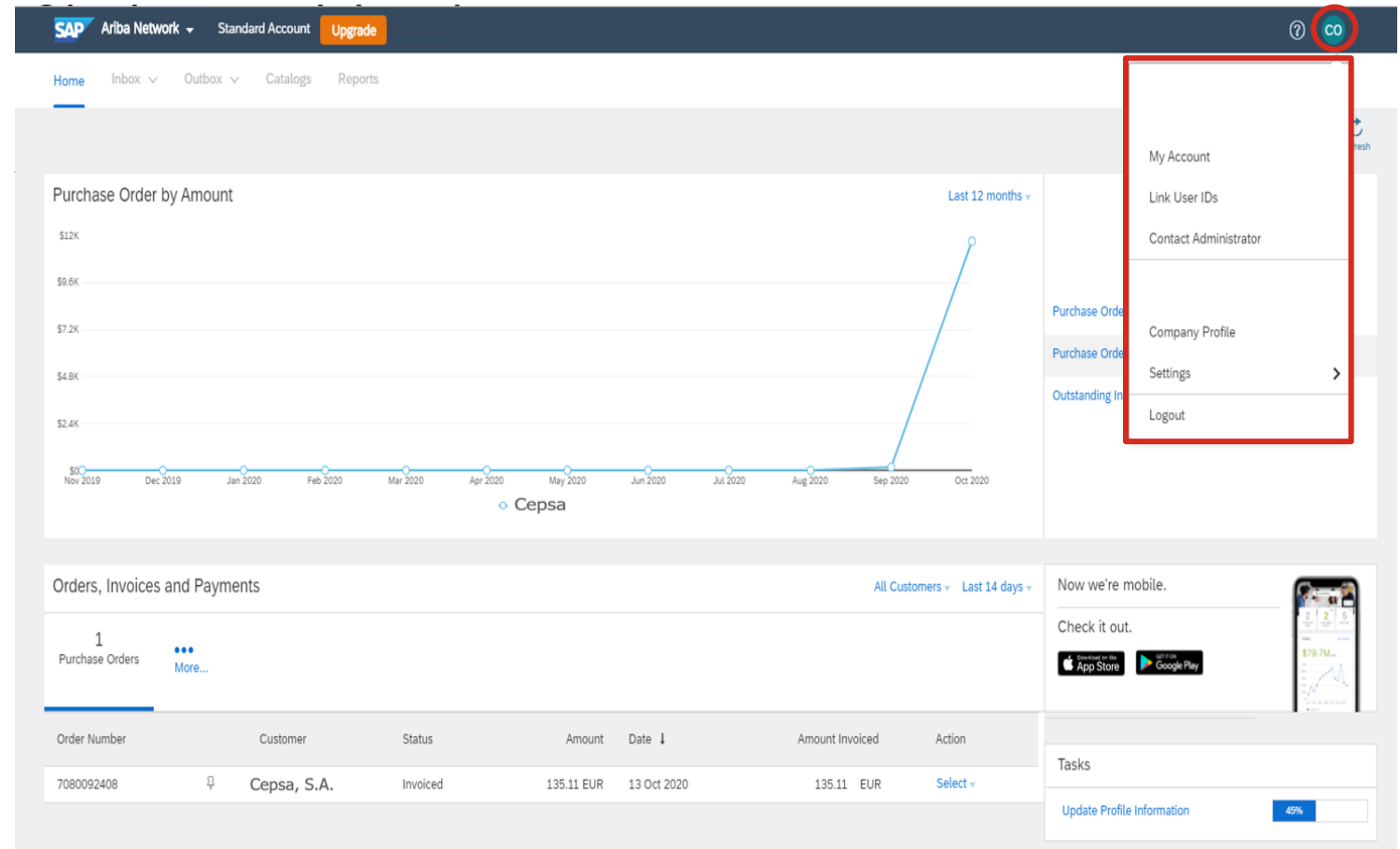


# 1. ARIBA NETWORK: PORTAL HOME PAGE (6/7)

From the platform's home page, you can manage your **user profile**.

**7** You will be able to configure your user profile and make changes to it from the functionality that is shown in the upper right corner of the home page where your initials appear.

From here you can manage both your user profile and the company profile.



# 1. ARIBA NETWORK: PORTAL HOME PAGE (7/7)

The platform offers you a support area in the home page.

8

If you have questions about the platform, you have a support area with access to **FAQs, documents and tutorials**.

The search bar allows you to speed up your search. If the information you are looking for is not displayed in the drop-down list, click on View more.

Additionally, you will be able to access support documentation through the **Documentation** option.

**7**

**8**

Search...

I need help accessing a sourcing event

Does Ariba offer live webinar training?

Send a PO-based invoice (4:35)

Introducing New Supplier Account Names on Ariba Network

Why can't I find an event?

Where do I find my Ariba Network ID (ANID) number?

What is an Ariba Network error (ANERR), and how do I resolve the issue?

Introduction to the dashboard (11:47)

How do I submit an invoice from a Standard account?

How do I process an order in my Ariba Network Standard account?

Why does a pending task on my Enablement Tasks tab not go away?

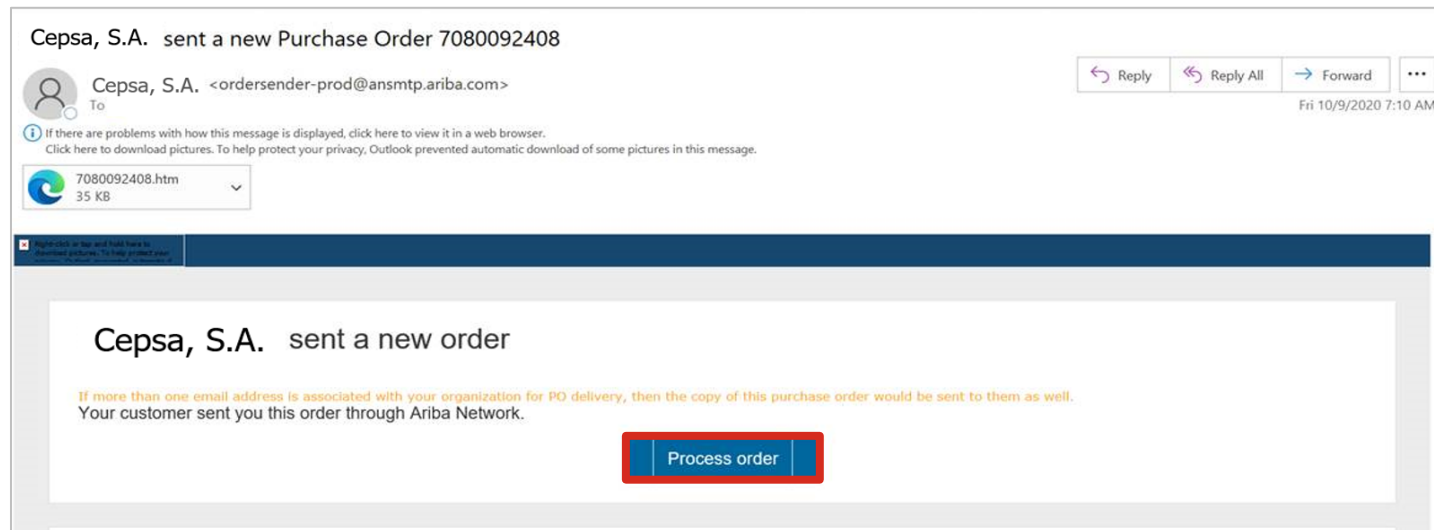
View more

How do I submit an invoice from a Standard account?

Documentation Support

# 1. Ariba Network: ORDER NOTIFICATION RECEIPT

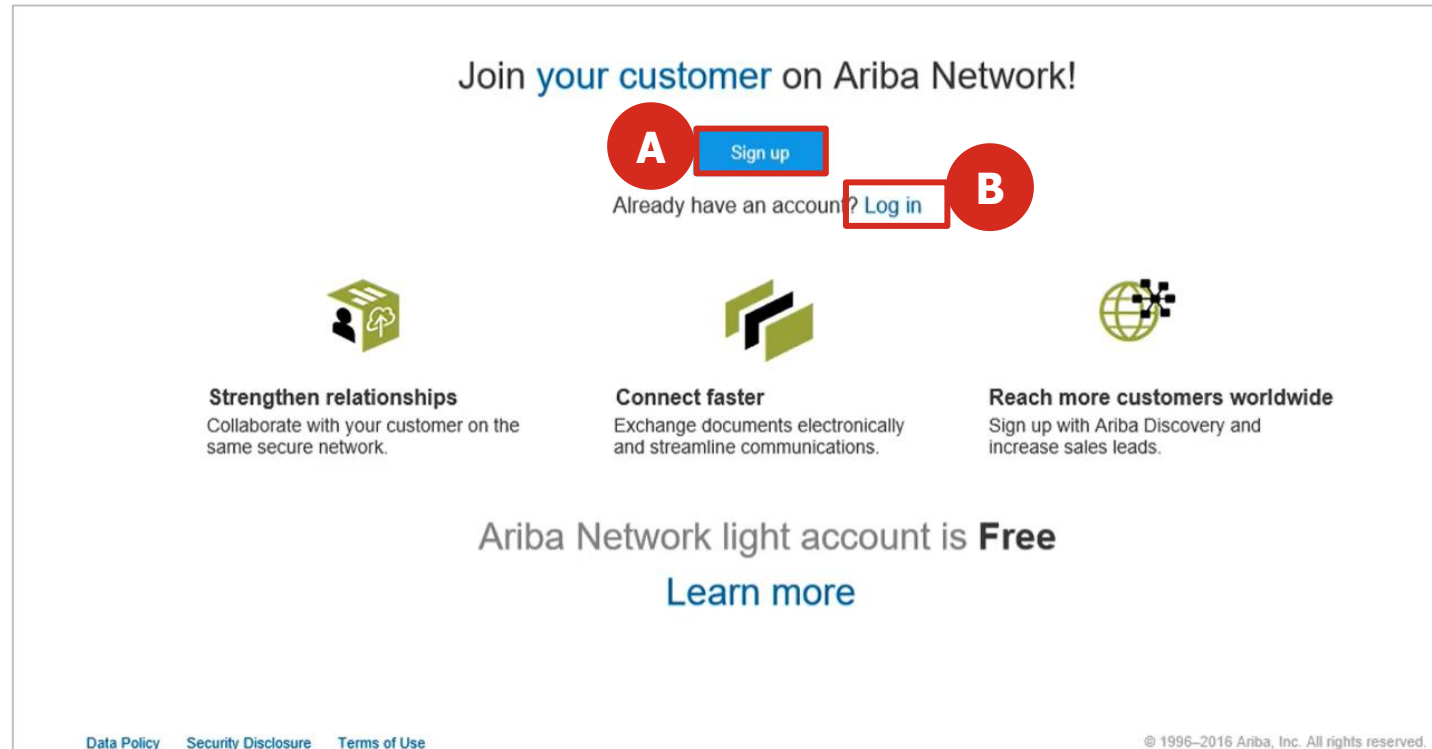
In the new N2P process, all the orders that Cepsa issues will reach Ariba Network. You will receive an email with the receipt's notification of the order from where you must access to view and manage the order in the Ariba Network platform



This email includes the link "Process order" by which you can access the Ariba Network platform to view the received order and carry out the necessary procedures. If Cepsa subsequently modifies or cancels the order, a new notification will arrive with the new order or a cancellation notification.

# 1. Ariba Network: ORDER NOTIFICATION RECEIPT

Once you have selected the "Process order" access, you will be redirected to the Ariba Network portal, where in order to access the order, you must choose one of the following options:



- A** If you do not have an account on Ariba Network, you will need to register on the platform (**Subscribe**). Once you have created the account, you can access the order.
- B** If you already have an account on Ariba Network, you will have to **log in** with your credentials to be able to view and manage the order (**Critical point of receiving orders**)



## 2. ORDER MANAGEMENT: VIEW THE ORDER

From the interactive email with which the communication of the order's receipt is received, you will have access to the platform to view the order's content (the order's content will also appear in the email itself).

1

On the platform you will be able to see all the information related to the order:

- Who sends the order
- Who receives the order
- The payment condition
- Supplier contact details
- Etc.

2

From this page you will be able to carry out all the procedures related to this order:

- Confirm the order
- Create the Ship notice
- Create the service entry sheet
- Create an invoice

SAP Ariba Network Standard Account Upgrade

Purchase Order: 7080092408

Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

From: CEPESA QUIMICA, S.A. To: Purchase Order (New) 7080092408 Amount: 135.11 EUR Version: 2 (Previous Version)

Payment Terms For incoming invoices until 11 of the month Before 10 in 2 months Due net For incoming invoices until End of the month Before 10 in 3 months Due net Routing Status: Acknowledged External Document Type: Cepsa PO (ZP1) Effective Date: 1 Oct 2020 Expiration Date: 30 Oct 2020

Contact Information Supplier Address

Other Information

Transport Terms Information Delivery Terms: Transport Condition Transport Terms: DDP

## 2. ORDER MANAGEMENT: CONFIRM THE ORDER

Upon receiving an order, you must confirm to Cepsa that you have correctly received the order and inform them that you have the capacity to fulfill the order according to the indicated terms. It is not possible to create subsequent documents (shipping advice or invoices) until the order has been confirmed.

- 1** To confirm the order, you must access the order in the platform (from the order notification email) and select the option **Create order confirmation**.
- 2** There are several options to confirm the order:
  1. Confirm the complete order, that is, all the articles and / or services of the order (**Confirm entire order**).
  2. Partially confirm the order, that is, only some of the items and / or services of the order (**Update line items**).
  3. Reject the entire order (Reject **entire order**)
  4. Partially reject the order, that is, some of the items and / or services of the order (**Update line items**).

\* Multiple confirmations can be sent for the same purchase order.

Purchase Order: 7740002920

From: CEPESA QUIMICA, S.A.  
Paseo De La Castellana-259 A  
28046 MADRID  
Madrid  
Spain  
Phone: + ( ) 91 337 60 00  
Fax: + ( ) 91 337 14 78

To: TSI INGENIERÍA DE IMAGEN, S.A.-TEST  
VELÁZQUEZ, 53 2º IZDA.  
28001 MADRID  
Madrid  
Spain  
Phone: 916422145  
Email: luis.a.villanueva@accenture.com

Purchase Order (New)  
7740002920  
Amount: 105.81 EUR  
Version: 1

Payment Terms  
60 Dias F. Documento DFP 10 60 Dias F. Documento DFP 2

Comments  
\* Plan de facturación desde 01.01.2021 hasta 31.03.2021  
\* Facturación: Mensualmente el último día del mes  
31.01.2021 35.27 EUR  
28.02.2021 35.27 EUR  
31.03.2021 35.27 EUR

Contact Information  
Supplier Address  
PRUEBAS  
91 337 14 78

Purchase Order: 7740002920

Create Order Confirmation  
Confirm Entire Order  
Update Line Items  
Reject Entire Order

From: CEPESA QUIMICA, S.A.  
Paseo De La Castellana-259 A  
28046 MADRID  
Madrid  
Spain  
Phone: + ( ) 91 337 60 00  
Fax: + ( ) 91 337 14 78

## 2. ORDER MANAGEMENT: CONFIRM ENTIRE ORDER

To fully confirm the order with Cepsa, you must fill in the confirmation form, accessing the **Confirm entire order** functionality.

**1** You will fill in the required information of the confirmation form. You must, at least, complete the fields with an asterisk, that is, those that are mandatory.

You have the option to attach files to the confirmation.

Once the form is completed, you will click **Next**.

**2** In the next screen you can review the order confirmation form and if it is correct, send the confirmation to Cepsa. The order status will change to confirmed.

The screenshot shows the 'Confirming PO' screen in SAP Ariba Network. The left sidebar has two options: '1 Confirm Entire Order' (highlighted with a red box) and '2 Review Order Confirmation'. The main area is titled 'Order Confirmation Header' and contains the following fields:

- Confirmation #: 1
- Associated Purchase Order #: 7080092408
- Customer: Cepsa, S.A.
- Supplier Reference: (empty)

Below the header is the 'Shipping and Tax Information' section with the following fields:

- Est. Shipping Date: (empty)
- Est. Shipping Cost: (empty)
- Est. Delivery Date: (empty)
- Est. Tax Cost: (empty)
- Comments: (empty)

The 'Next' button is highlighted in red in the top right corner.

The screenshot shows the 'Confirming PO' screen in SAP Ariba Network, Step 2: Review Order Confirmation. The left sidebar has two options: '1 Confirm Entire Order' and '2 Review Order Confirmation' (highlighted with a red box). The main area is titled 'Confirmation Update' and contains the following information:

- Confirmation #: OC\_7080092408
- Supplier Reference: (empty)
- Attachments: (empty)

Below this is the 'Line Items' table:

| Line # | Part # / Description | Customer Part # | Qty (Unit) | Need By     | Unit Price | Subtotal   |
|--------|----------------------|-----------------|------------|-------------|------------|------------|
| 10     | COAT                 |                 | 1,000 (EA) | 30 Oct 2020 | 135.11 EUR | 135.11 EUR |

At the bottom, the 'Current Order Status' is displayed as '1.000 Confirmed As Is (Estimated Shipment Date: 16 Oct 2020; Estimated Delivery Date: 30 Oct 2020)'. The 'Submit' button is highlighted in red in the top right corner.

## 2. ORDER MANAGEMENT: ORDER CONFIRMATION/REJECTION

By selecting **Update line items**, you can confirm or reject an order.

**1** You will access the order confirmation / rejection form.

You can confirm or reject the products and / or services of the order for **quantities**.

The screenshot shows the 'Confirming PO' screen in SAP Ariba Network. The top navigation bar includes 'SAP Ariba Network', 'Standard Account', and an 'Upgrade' button. The main header area has a 'Confirming PO' title and a 'Next' button. A red box highlights the '1 Update Item Status' option in the left sidebar. The main content area is titled 'Order Confirmation Header' and contains fields for 'Confirmation #', 'Associated Purchase Order #', 'Customer', and 'Supplier Reference'. Below this is a 'Line Items' table with columns: Line #, Part # / Description, Customer Part #, Qty (Unit), Need By, Unit Price, and Subtotal. The table shows one line item: Line # 10, Part # COAT, Customer Part #, Qty 1.000 (EA), Need By 30 Oct 2020, Unit Price 135.11 EUR, and Subtotal 135.11 EUR. Below the table, the 'Current Order Status' section shows a radio button for '1.000 Unconfirmed'. A red box highlights the 'Confirm', 'Backorder', and 'Reject' buttons, along with a 'Details' button and a 'Reject All' link. At the bottom, there is an 'Attachments' section with a table showing no items and an 'Add Attachment' button.

**2** On the next screen you can review the form, and finally send it to Cepsa by clicking on **Send**. The order status will change.

The screenshot shows the 'Confirming PO' screen in SAP Ariba Network, Step 2: Review Confirmation. The top navigation bar is the same. The main header area has a 'Confirming PO' title and buttons for 'Previous', 'Submit', and 'Exit'. A red box highlights the '2 Review Confirmation' option in the left sidebar. The main content area is titled 'Order Confirmation Header' and contains fields for 'Confirmation #', 'Supplier Reference', 'Est. Shipping Date', and 'Est. Delivery Date'. Below this is a 'Line Items' table with columns: Line #, Part # / Description, Customer Part #, Qty (Unit), Need By, Unit Price, and Subtotal. The table shows one line item: Line # 10, Part # COAT, Customer Part #, Qty 1.000 (EA), Need By 30 Oct 2020, Unit Price 135.11 EUR, and Subtotal 135.11 EUR. Below the table, the 'Current Order Status' section shows a radio button for '1 Confirmed As Is (Estimated Shipment Date: 16 Oct 2020; Estimated Delivery Date: 30 Oct 2020 - defaulted from Requested Delivery Date in order)'.

## 2. ORDER MANAGEMENT: ORDER REJECTION

If you cannot meet the order, you can reject the order sent by Cepsa by clicking on Reject entire order in the confirmation tab. Finally, the order status will change according to the type of confirmation.

1

A window will appear for you to indicate the confirmation ID and comment to justify the rejection.

Purchase Order: 7080092444

From: CEP SA QUIMICA, S.A. To:

Payment Terms  
For incoming invoices until 11 of the month Before 10 in 2 months Due net For incoming invoices until End of the month

Contact Information  
Supplier Address

Other Information

Purchase Order  
7080092444  
Amount: 9,684.80 EUR  
Version: 1

Routing Status: Acknowledged  
External Document Type: Cepsa PO (ZP1)  
Effective Date: 2 Oct 2020  
Expiration Date: 31 Oct 2020  
Related Documents:

REJECT ENTIRE ORDER

Order Confirmation Number:  
Confirmation #: OC\_7080092444

Rejection Reason: Please Select

Comments:

Reject Order Cancel



### 3. SHIP NOTICE

You can create a Ship Notice (ASN) to notify Cepsa the shipment of the order's goods and the expected delivery date. This document only applies to orders for materials.

- 1 To create a Ship Notice, you must access the order in the platform (from the order notification email) and select the option to Create a **Ship notice**.

The screenshot shows the SAP Ariba Network interface for a Purchase Order (7080092408). The 'Create Ship Notice' button is highlighted with a red box and a red circle with the number 1. The interface includes a header with 'SAP Ariba Network', 'Standard Account', and 'Upgrade' buttons. Below the header, there are buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The 'Create Ship Notice' button is highlighted. The 'From' field shows 'CEPSA QUIMICA, S.A.' and the 'To' field shows 'Purchase Order (New) 7080092408 Amount: 135.11 EUR Version: 2 (Previous Version)'.

- 2 In the ASN creation form you will have to fill in the required fields of these sections:
  - **Shipping:** shipment data such as date of issue and delivery date, volume, weight, carrier data, etc.
  - **Attachments:** allows you to attach documents
  - **Transport and delivery information:** delivery conditions, delivery payment methods, etc.
  - **Additional fields:** additional information on the reason for issuance.
  - **Order items:** detailed information of the items shipped.

The screenshot shows the 'Create Ship Notice' form. The form is divided into sections: 'SHIP FROM', 'DELIVER TO', 'Ship Notice Header', 'SHIPPING', and 'TRACKING'. The 'SHIP FROM' and 'DELIVER TO' sections have 'Update Address' links. The 'Ship Notice Header' section contains fields for 'Packing Slip ID', 'Invoice No.', 'Requested Delivery Date', 'Ship Notice Type', 'Shipping Date', and 'Delivery Date'. The 'TRACKING' section contains fields for 'Carrier Name' and 'Service Level'. A red circle with the number 2 is placed over the 'SHIP FROM' section.

If it is necessary to inform Cepsa of the tracking numbers of the shipment, this will be the method to do it.

## 4. ENTRY SHEET: GOODS RECEIPT

Cepsa must create the goods entry sheet and you will receive a notification of the order items receipt through the **Acknowledgment of Receipt**.

- 1 You will receive an **email** from Cepsa with the notification of the goods receipt. You can see the mentioned Acknowledgment of receipt by clicking on the **link** in the email.



## 4. ENTRY SHEET: SERVICE ENTRY SHEET

You can create a Service Entry Sheet (SES) to notify Cepsa of the total or partial execution of the services that are the order's object. This document only applies to service orders.

- 1 To create a Service Entry Sheet (SES), you must access the order on the platform (from the order notification email) and select the option **Create Service Entry Sheet**.

The screenshot shows the SAP Ariba Network interface for a 'Purchase Order: 7080092444'. At the top, there are tabs for 'Create Order Confirmation', 'Create Service Sheet' (highlighted with a red circle and the number 1), and 'Create Invoice'. Below the tabs, there are sections for 'From: CEPSPA QUIMICA, S.A.' and 'To:'. On the right, it says 'Purchase Order (New) 7080092444 Amount: 0.00 EUR'. A 'Done' button is in the top right corner.

- 2 In the HES creation form you will have to fill in the mandatory fields of these sections:

- **Summary:** service data: description, start and end date, etc.
- **Additional Fields** - Additional information about the contractor and field technician, as well as the approver.
- **Add:** there is the possibility of adding comments and / or attachments.
- **HES lines:** detailed information on services: quantities, unit prices, start and end dates. By default, service lines use the order service start and end dates.

The screenshot shows the 'Create Service Sheet' form. It has tabs for 'Update', 'Save', 'Exit', and 'Next'. The 'Summary' section includes fields for 'Purchase Order: 7080092444', 'Service Sheet #', 'Service Start Date' (16 Oct 2020), 'Service End Date', and 'Service Description'. There is a 'Subtotal: 0.00 EUR' field. The 'Additional Fields' section includes 'Supplier Reference', 'Field Contractor' (Name, Email, Phone), 'Field Engineer' (Name, Email, Phone), and 'Approver' (Name, Email, Phone). A red circle with the number 2 is placed over the 'Summary' section. A note at the bottom right says 'Copy the service start and end dates to the service line items'.

## 5. INVOICE MANAGEMENT

From now on you will create the invoices from your Ariba Network account. There are different types of invoice that you can create:

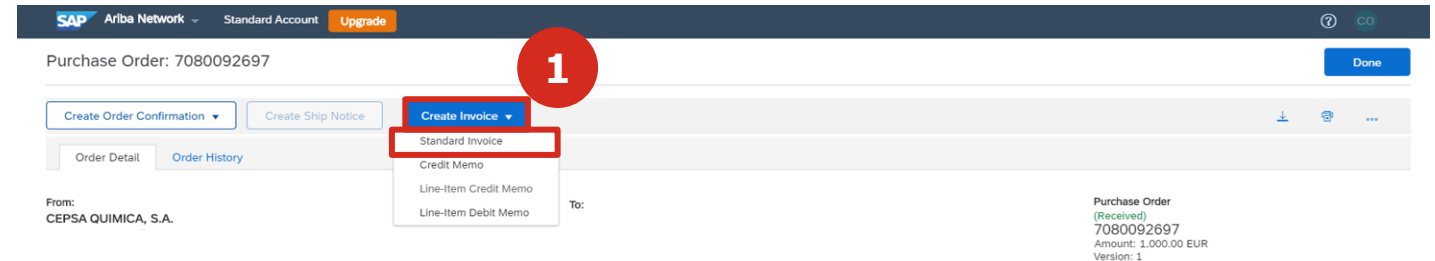
- 1 Invoice with Order:** it is the type of invoice that is created associated with an order and therefore with an order number.
- 2 Service Sheet Invoice:** it is the type of invoice that is generated from a Service Entry Sheet.
- 3 CSV invoice:** it is the type of invoice that is generated with templates in CSV format that are uploaded to the platform.
- 4 Credit:** it is the document used for the return or correction of invoices.
- 5 Self-invoices:** these are the invoices that Cepsa generates on behalf of the supplier.

Carbon copy: in the event that an invoice is created and sent outside Ariba Network (SAP ECC, etc.), when it is processed, a carbon copy will arrive at Ariba Network notifying the invoice, which closes the order and will prevent re-invoicing the same order.

## 5. INVOICE MANAGEMENT: INVOICE WITH ORDER (1/4)

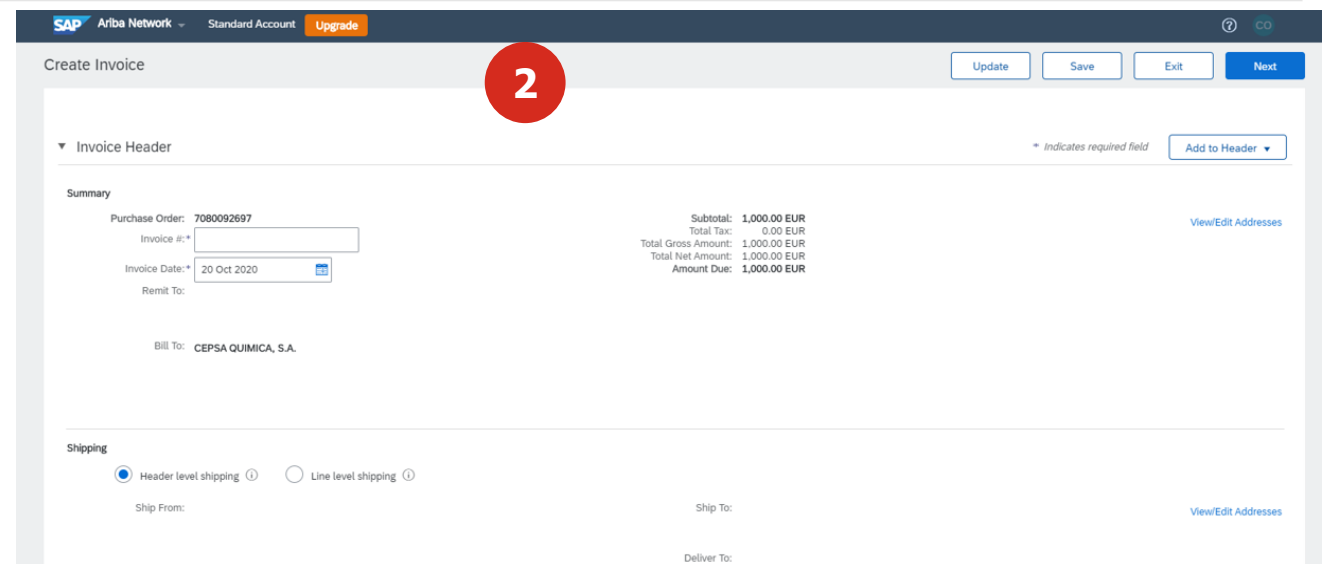
You will be able to **create an invoice against an order** in the Ariba Network platform. This type of invoice is known as PO Flip, as the order details are filled in automatically.

- 1 To create the invoice, you must access the order in the platform (from the order notification email) and select the option **Create invoice → Standard invoice**.



- 2 In the invoice creation form you will have to fill in the mandatory fields of these sections that have not been filled in automatically:

- **Summary:** invoice number.
- **Taxes:** information related to taxes, allows you to choose between Tax at header level or Tax at line level.
- **Shipping:** shipment data, with the possibility of choosing between header level and line level.
- **Payment condition:** days of payment, discount or penalty condition, etc.





## 5. INVOICE MANAGEMENT: INVOICE WITH ORDER (2/4)

To finalize the form for creating the invoice with order ...

**2** In the form you will have the Invoice **line items** section, where all the lines of items and services that make up the order will appear. You must mark those items / services and the quantity, for which you are going to create the invoice.

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: 0% VAT ☐ Shipping Documents ☐ Special Handling ☐ Discount [Add to Included Lines](#)

| <input type="checkbox"/> | No. | Include                             | Type     | Part # | Description | Customer Part # | Quantity | Unit | Original Price | Unit Price | Subtotal     |
|--------------------------|-----|-------------------------------------|----------|--------|-------------|-----------------|----------|------|----------------|------------|--------------|
| <input type="checkbox"/> | 10  | <input checked="" type="checkbox"/> | MATERIAL |        | GLASES      |                 | 10.0     | EA   |                | 100.00 EUR | 1,000.00 EUR |

Receipt Details

Receipt #: 0050150489

Receipt Line #: 1

Pricing Details

Price Unit: EA

Unit Conversion: 1

Price Unit Quantity: 1

Description:

Tax

Category: 21% VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: 1,000.00 EUR

Rate(%): 21

Tax Amount: 210.00 EUR

Exempt Detail: (no value)

Date Of Supply: 20 Oct 2020

Triangular Transaction

Shipping Documents

Packing Slip ID:

Packing Slip Date:

Delivery Note ID:

Delivery Note Line #:

Delivery Note Date: 31 Oct 2020

Line Item Actions

Delete

## 5. INVOICE MANAGEMENT: INVOICE WITH ORDER (3/4)

To finalize the form for creating the invoice with order ...

3

You should select the CEPSA company to which you made the sale or service from in the drop-down list. It must match the "Bill To" information that comes from the order.

**SAP Ariba Network** Enterprise Account TEST MODE

### Create Invoice

Update

▼ Invoice Header

Summary

Purchase Order: 7740002920

Invoice #: \*

Invoice Date: \* 29 Apr 2021

Service Description:

Remit To: Avenida de Metepec 18

Madrid  
Madrid  
Spain

Bill To: **CEPSA QUIMICA, S.A.**

MADRID  
Madrid  
Spain

Subtotal: 111.69 EUR  
Total Tax: 0.00 EUR  
Total Gross Amount: 111.69 EUR  
Total Net Amount: 111.69 EUR  
Amount Due: 111.69 EUR

3 Choose Address: No value

COMPañIA ESPAñOLA DE PETRÓLEOS, S.A.  
CEPSA QUIMICA, S.A.  
ATLAS, S.A. COMBUSTIBLES Y LUBRIFICANTES  
CEPSA COMERCIAL PETRÓLEO S.A.U  
CEC (KHORAT) LTD  
CEDIPSA, COMPAñIA ESPAñOLA DISTRIB.  
Cepsa Algerie  
CEPSA AVIACIÓN S.A.  
CEPSA BIOENERGIA SAN ROQUE,S.L  
CEPSA BUSINESS SERVICES S.A

Customer VAT

Customer VAT/Tax ID: \*

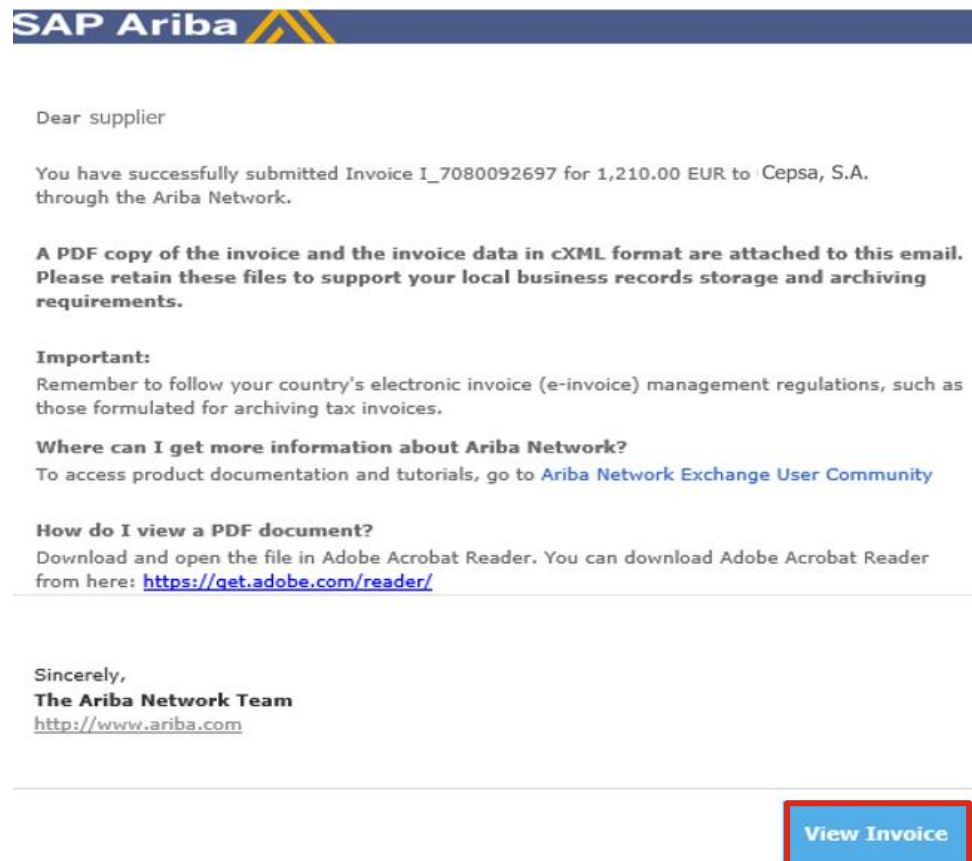
Search more

View/Edit Addresses

View/Edit Addresses

## 5. INVOICE MANAGEMENT: INVOICE WITH ORDER (4/4)

Once the invoice has been created and sent to Cepsa, **you will receive an invoice confirmation message in the email.** The email will include the invoice in PDF and Excel formats. From this notification you will be able to view the invoice in the Ariba Network platform by clicking on **View Invoice**.



## 5. INVOICE MANAGEMENT: CREDIT MEMO OF PO INVOICE (1/2)

In the detail of the invoice issued you will be able to view its status and you will be able to generate a credit memo relating to the invoice. You will access this page from the invoice confirmation email.

1 From this view of the invoice you will be able to check the state in which it is.

2 From this visualization of the invoice you can create a **credit memo** against the invoice. You will be able to create a **Line Item Credit memo** if you need to return or correct the amount of an issued invoice.

SAP Ariba Network Standard Account Upgrade

Invoice: I\_7080092697

Done

Create Line-Item Credit Memo

Copy This Invoice

Print

Download PDF

Export cXML

Detail

Scheduled Payments

History

Standard Invoice

Status

Invoice: Sent

Routing: Acknowledged

Invoice Number: I\_7080092697

Invoice Date: Tuesday 20 Oct 2020 4:02 PM GMT+02:00

Original Purchase Order: 7080092697

Receipt: 0050150489

Submission Method: Online

Origin: Supplier

Source Document: Order

Subtotal:

1,000.00 EUR

Total Tax:

210.00 EUR

Total Gross Amount:

1,210.00 EUR

Total Net Amount:

1,210.00 EUR

Amount Due:

1,210.00 EUR

## 5. INVOICE MANAGEMENT: CREDIT MEMO OF PO INVOICE (2/2)

When making the credit memo of a PO invoice, with the functionality of **Create line item credit memo** you can correct the invoice.

**5** You will have to complete the required information on the credit memo form. As it is a credit for an invoice with an order, you can only carry out the adjustment by quantity.

**6** In the section of Line Item, you must make the adjustment of the amount that proceeds, on the line of item or service that proceeds.

**Create Line-Item Credit Memo**

**Credit Memo Type**  
☒ Quantity Adjustment ⓘ

**Invoice Header**

**Summary**

Credit Memo #:\*  
Credit Memo Date:\* 20 Oct 2020  
Original Invoice No: L\_7080092697  
Original Invoice Date: 20 Oct 2020  
Remit To:  
Bill To: CEPESA QUIMICA, S.A.

Subtotal: -1,000.00 EUR  
Total Tax: -210.00 EUR  
Total Gross Amount: -1,210.00 EUR  
Total Net Amount: -1,210.00 EUR  
Amount Due: -1,210.00 EUR

**Line Items**

1 Line Items, 1 Included, 0 Previously Fully Invoiced

**Insert Line Item Options**

☐ Tax Category: 0% VAT ☐ Shipping Documents ☐ Special Handling ☐ Discount [Add to Included Lines](#)

| No. | Include                             | Type     | Part # | Description | Customer Part # | Quantity | Unit | Original Price | Unit Price | Subtotal      |
|-----|-------------------------------------|----------|--------|-------------|-----------------|----------|------|----------------|------------|---------------|
| 10  | <input checked="" type="checkbox"/> | MATERIAL |        | GLASES      |                 | -10.0    | EA   |                | 100.00 EUR | -1,000.00 EUR |

**Receipt Details** Receipt Line #: 1

**Pricing Details** Price Unit: EA Unit Conversion: 1 Price Unit Quantity: 1 Description:

**Tax** Category:\* VAT Location: Description: Regime: Date Of Pre-Payment: Law Reference: Taxable Amount: -1,000.00 EUR Rate(%): 21 Tax Amount: -210.00 EUR Exempt Detail: (no value) [Remove](#) Date Of Supply:\* 20 Oct 2020 ☐ Triangular Transaction

**Line Item Actions** [Delete](#)

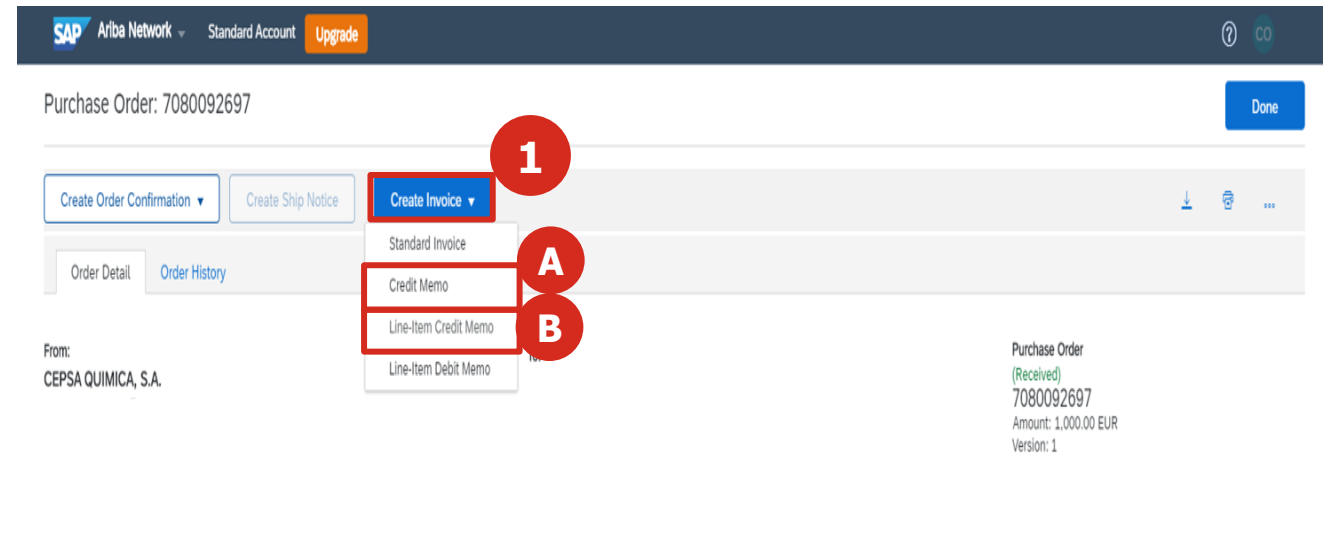
Finally, you will be able to send the payment to Cepsa to report the adjustments.



## 5. INVOICE MANAGEMENT: CREDIT MEMO AGAINST ORDER (1/2)

The credits are used **to return or correct amounts of invoices issued**. Credit memos have a negative amount, since it is a document with which a previous positive amount is corrected. Besides being issued against invoices, credits memo can be generated against orders.

- 1 To create the Credit, you must access the order detail on the platform (from the order notification email) and select the Create invoice option, where 2 options will be displayed:
  - A. **Credit memo**: to credit an order, the entire order.
  - B. **Line Item Credit memo**: to make a partial credit of certain lines of articles and / or services of the order.



## 5. INVOICE MANAGEMENT: CREDIT MEMO AGAINST ORDER (2/2)

To create and send the subscription, you have to complete the credit memo creation form.

2

In the Credit creation form you will have to fill in these sections:

- **Header information:** invoice number.
- **Service period:** start and end dates.
- **Address:** customer's address and contact details
- **Shipment information:** days of payment, condition of discount or penalty, etc.
- **Adjustment:** detail of the adjustment to be made (subtotal adjustment and tax adjustment).
- **Attachments:** allows you to attach documents

The screenshot shows the 'Create Credit Memo' form in the SAP Ariba Network interface. The form is divided into several sections: Header Information, Service Period, and Address. The Header Information section includes fields for Credit Memo Number, Credit Memo Date, and Supplier Account ID, along with checkboxes for 'Information Only' and 'Tax paid through a Tax Representative'. The Service Period section includes fields for Start Date and End Date. The Address section includes fields for Name, Address, Remittance ID, and Account Receivable ID. The form also displays the Original PO number (7080092697) and the Customer Reference. The top of the form shows the SAP Ariba Network logo and the 'Standard Account' status.

SAP Ariba Network Standard Account Upgrade

Create Credit Memo

Header Information

Credit Memo Number: \*

Credit Memo Date: \* 20 Oct 2020

Supplier Account ID #:

☐ Information Only: No action is required from the customer. \* Indicates required field

Original PO #: 7080092697

Customer Reference:

Supplier Reference:

Service Period

Start Date:

End Date:

Address

Remit To: You have not configured remittance addresses. Add them on the Settlement page in the Configuration area.

Bill To: CEPESA QUIMICA, S.A.

Name:

Address:

Remittance ID:

Account Receivable ID:

☐ Tax paid through a Tax Representative

Supplier VAT/Tax ID: \*

Customer VAT/Tax ID: \*

## 5. INVOICE MANAGEMENT: SELF-INVOICE

In the new Procure to Pay process Cepsa maintains self-invoices. The self-invoice digitally signed by Cepsa will be available for downloading in the Suppliers reserved area on Cepsa's website as it is currently.

### **Self-invoice downloading process in Suppliers reserved area:**

You will receive an e-mail informing of the self-invoice publication on the Suppliers reserved area, so you can access the download.

### **Invoice and payment status updating process:**

In parallel, you will receive in Ariba Network a copy of the self-invoice in order to have information related to the invoice accounting status and payment status.

## 5. INVOICE MANAGEMENT: INVOICE STATUS

When the status of an invoice changes, you will receive a notification by email, so you can know the status of the invoice in that same email.

There are two types of states that an invoice can go through:

### Routing states

They reflect the status of the invoice transmission to Cepsa via Ariba Network and are as follows:

- **Obsolete:** The invoice has been canceled by you, supplier.
- **Failed:** The invoice has failed in accordance with Cepsa standards and you will not receive it.
- **Queued** - Ariba Network has received the invoice, but it has not been processed yet.
- **Sent:** Ariba Network has sent the invoice to Cepsa and is waiting for you to receive it.
- **Acknowledged:** The Cepsa invoice application has recognized the received invoice.

### Invoice statuses

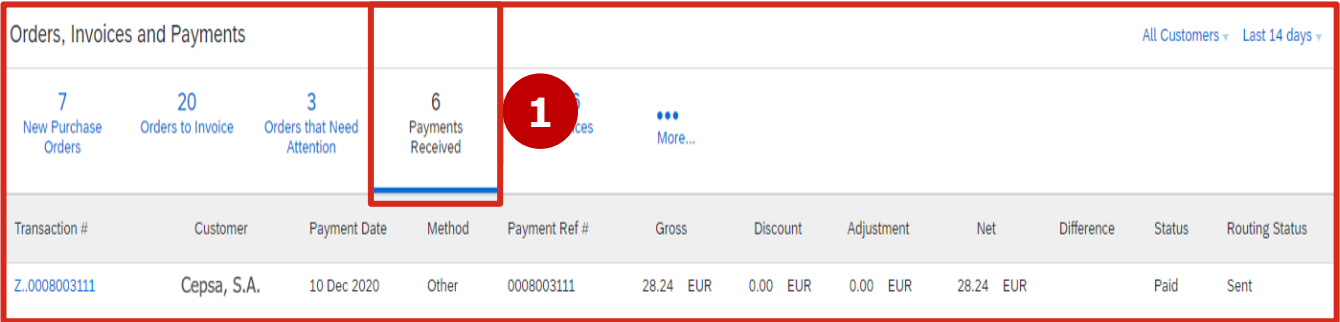
They reflect the status of the actions carried out by Cepsa on the invoice and are as follows:

- **Sent:** The invoice has been sent to Cepsa, but it has not been recognized against orders or receipts.
- **Approved:** Cepsa has verified the invoice against an order or receipt and has approved your payment.
- **Rejected:** Cepsa has rejected the invoice or it has failed to validate the Ariba Network.
- **Failed:** Ariba Network has experienced a fault on the invoice route.
- **Paid:** Cepsa has paid the invoice or is in the process of issuing the payment.

# 6. PAYMENTS RECEIVED

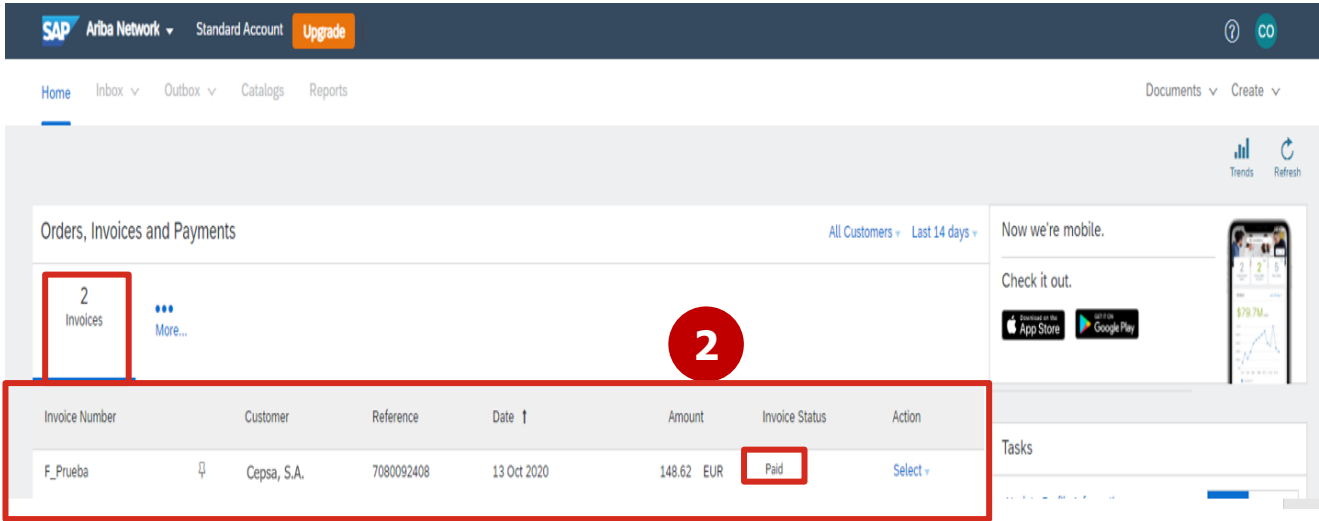
You can view the payments in the Ariba Network platform, directly accessing the platform portal.

**1** You will be able to view Cepsa payments from the platform's home page in the **Orders, invoices and payments section**, by selecting the Payments received option. Once this option is selected, the list of payments you have received will display.



| Orders, Invoices and Payments |                         |                                 |                        |               |           |          |            |           |            |        | All Customers ▾ Last 14 days ▾ |
|-------------------------------|-------------------------|---------------------------------|------------------------|---------------|-----------|----------|------------|-----------|------------|--------|--------------------------------|
| 7<br>New Purchase Orders      | 20<br>Orders to Invoice | 3<br>Orders that Need Attention | 6<br>Payments Received | 1<br>Invoices | ...       | More...  |            |           |            |        |                                |
| Transaction #                 | Customer                | Payment Date                    | Method                 | Payment Ref # | Gross     | Discount | Adjustment | Net       | Difference | Status | Routing Status                 |
| Z..0008003111                 | Cepsa, S.A.             | 10 Dec 2020                     | Other                  | 0008003111    | 28.24 EUR | 0.00 EUR | 0.00 EUR   | 28.24 EUR |            | Paid   | Sent                           |

**2** In the status of the invoice you will be able to see if Cepsa has already paid the invoice, because when the invoice has been paid, the status that appears on the invoice on the platform is **paid**.



| Orders, Invoices and Payments |             |            |             |            |                |          |  |  |  |  | All Customers ▾ Last 14 days ▾ |
|-------------------------------|-------------|------------|-------------|------------|----------------|----------|--|--|--|--|--------------------------------|
| 2<br>Invoices                 | ...         | More...    |             |            |                |          |  |  |  |  |                                |
| Invoice Number                | Customer    | Reference  | Date ↑      | Amount     | Invoice Status | Action   |  |  |  |  |                                |
| F_Prueba                      | Cepsa, S.A. | 7080092408 | 13 Oct 2020 | 148.62 EUR | Paid           | Select ▾ |  |  |  |  |                                |

If you do not see the quick access to view payments on the home page, you can access it from the **“More”** button in the Orders, invoices and payments section.

## 7. USER PROFILE MANAGEMENT

From the portal of the Ariba Network platform you can manage and edit your user account on the platform.

**1** The platform allows you to update your account type on Ariba Network from a **Standard** account to an **Enterprise** account by clicking **Upgrade**.

**2** You can configure your account and make changes to it from your profile on the platform. For this you must access in the upper right corner.

From here you can manage both your user and company profile, and modify the relevant settings.

The screenshot shows the SAP Ariba Network Standard Account portal. The top navigation bar includes the SAP logo, 'Ariba Network', 'Standard Account', and an 'Upgrade' button (annotated with a red circle and '1'). The main content area features a 'Purchase Order by Amount' line chart for the last 12 months, showing a sharp increase in October 2020. Below the chart is a table of 'Orders, Invoices and Payments' for 'Cepsa, S.A.', with one entry for order number 7080092408, status 'Invoiced', dated 13 Oct 2020, for an amount of 135.11 EUR. The right sidebar contains a user profile menu (annotated with a red circle and '2') with options: My Account, Link User IDs, Contact Administrator, Company Profile, Settings, and Logout. At the bottom right, there is a mobile app promotion and a 'Tasks' section with a progress bar for 'Update Profile Information' at 45%.

| Order Number | Customer    | Status   | Amount     | Date        | Amount Invoiced | Action |
|--------------|-------------|----------|------------|-------------|-----------------|--------|
| 7080092408   | Cepsa, S.A. | Invoiced | 135.11 EUR | 13 Oct 2020 | 135.11 EUR      | Select |

## 7. USER PROFILE MANAGEMENT

From the portal you can manage your user account.

**3** By selecting **My Account** you can manage your **user account** data. In this section you can manage the following information:

- Account information: collects user data: username, email, name and surname, business function
- Preferences: language, time zone and currency
- Contact information: address and phone number
- Contact information preferences

The screenshot displays the SAP Ariba Network user interface. At the top, the navigation bar includes 'SAP Ariba Network', 'Standard Account', and an 'Upgrade' button. Below this, a secondary navigation bar shows 'Home', 'Inbox', 'Outbox', 'Catalogs', and 'Reports'. On the right side, a dropdown menu is open, with 'My Account' highlighted by a red box and a red circle with the number '3'. The main content area is titled 'My Account' and contains several sections: 'Account Settings' (with 'Mobile Settings' as a sub-option), 'Account Information' (with fields for Username, Email Address, First Name, Middle Name, Last Name, and Business Role), 'Preferences' (with fields for Preferred Language, Preferred Timezone, and Default Currency), 'Contact Information' (with fields for Country, Phone, Address 1-3, City, State, Zip, and Country/Region), and 'Contact Information Preferences' (with a checkbox to 'Hide my personal contact information'). A 'Save' button and a 'Close' button are located at the bottom right of the main content area.



## 7. USER PROFILE MANAGEMENT

From the portal you can manage the company profile.

4

By selecting Company Profile, you can manage information about your organization. The information that can be managed from the profile is the following:

- **Basic:** Overview, company address and categories of products and services.
- **Business<sup>1</sup>:** Financial, business and tax information.
- **Marketing:** Social networks and external links.
- **Contacts:** Company contact information. Also add contacts and assignments.
- **Certificates:** ISO Certification etc.
- **Additional documents**

The screenshot displays the SAP Ariba Network 'Company Profile' management interface. The top navigation bar includes the SAP Ariba Network logo, 'Standard Account', and an 'Upgrade' button. Below the navigation bar, there's a 'Purchase Order by Amount' section. The main content area is titled 'Company Profile' and includes tabs for 'Basic (2)', 'Business (2)', 'Marketing (3)', 'Contacts', 'Certifications (1)', and 'Additional Documents'. The 'Overview' tab is active, showing fields for 'Company Name', 'Other names, if any', 'NetworkId', 'Short Description', 'Website', 'Public Profile', and 'Privacy Statement'. The 'Address' section at the bottom has fields for 'Address 1', 'Address 2', 'Address 3', 'City', 'State', and 'Zip'. On the right side, there's a 'Public Profile Completeness' section with a progress bar and a list of items to complete: 'Website', 'Annual Revenue', 'Certifications', 'D-U-N-S Number', 'Business Type', 'Industries', 'Company Description', and 'Company Logo'. Below this is a 'Share Your Public Profile' section with a 'Click here to get your Ariba badge' link and a 'Find us on Ariba Network' button. A dropdown menu is open on the right, showing options: 'My Account', 'Link User IDs', 'Contact Administrator', 'Company Profile' (highlighted with a red box and a red circle with the number 4), 'Settings', and 'Logout'.

<sup>1</sup>It is necessary that you indicate in your company profile the bank account that you use for payments with Cepsa and that you add your VAT ID so it appears by default in the documents you create.

## 7. USER PROFILE MANAGEMENT

From the user profile management you can configure the different users of your company who can have access to the platform and indicate what role they have.

**5** From the **Configuration** functionality you can manage users with access permissions to the platform, notifications and other aspects related to payments, orders and invoices.

**6** To manage the access of the different users of the company to the platform you must select the **Users** option.

The screenshot displays the SAP Ariba Network interface. At the top, the header shows 'SAP Ariba Network', 'Standard Account', and an 'Upgrade' button. Below the header, there are navigation tabs: 'Home', 'Inbox', 'Outbox', 'Catalogs', and 'Reports'. The main content area features a line chart titled 'Purchase Order by Amount' for the company 'Cepsa', showing data from November 2019 to September 2020. Below the chart, there is a section for 'Orders, Invoices and Payments' with a table listing purchase orders. A red box highlights the 'Users' option in the 'ACCOUNT SETTINGS' menu, which is also labeled with a red circle containing the number '6'. Another red box highlights the 'Settings' option in the 'My Account' dropdown menu, labeled with a red circle containing the number '5'. The table below shows the following data:

| Order Number | Customer    | Status   | Amount     | Date        | Amount Invoiced | Action |
|--------------|-------------|----------|------------|-------------|-----------------|--------|
| 7080092408   | Cepsa, S.A. | Invoiced | 135.11 EUR | 13 Oct 2020 | 135.11 EUR      | Select |

## 7. USER PROFILE MANAGEMENT

To configure the platform users and their functions, you must perform the following steps:

**7** From the **Manage functions** option, you can configure existing functions within the platform, allowing the creation of new functions or editing functions that already exist on the platform, allowing users to be assigned to them.

There is a role that cannot be edited, the administrator role.

You can select a role and view what permissions it currently has, and which users are assigned to it.

The image shows two screenshots from the SAP Ariba Network interface. The top screenshot displays the 'Account Settings' page with a red circle and the number '7' highlighting the 'Manage Roles' option in the 'Customer Relationship' tab. The bottom screenshot shows the 'Create Role' form, which includes fields for 'Name' and 'Description', a 'Permissions' section with a list of roles and their descriptions, and an 'Assign Users' section at the bottom.

**Account Settings**

Customer Relationship **7** Notifications Application Subscriptions Account Registration API management

**Manage Roles** Manage Users

**Roles (2)**

Create and manage roles for your account. You can edit the role and add users to a role. The Administrator role can be viewed, but cannot be modified.

**Filters**

Permission

Select permission assigned

**Create Role**

Save Cancel

\* Indicates a required field

**New Role Information**

Name \*

Description \*

**Permissions**

Each role must have at least one permission. Upgrade your Ariba Network, standard account to an enterprise account to enable all permissions.

Page 1

| Permission  | Description  |
|---|--|
| <input type="checkbox"/> API Development Access                         | Access to API development using the SAP Ariba developer portal.          |
| <input type="checkbox"/> Order Assignment for Users with Limited Access | User can assign an order to a user with limited access to Ariba Network. |
| <input type="checkbox"/> Contact Administration                         | Maintain information for account contact personnel.                      |
| <input type="checkbox"/> Goods Receipt Report Administration            | Access to Reporting, and Goods Receipt report type.                      |
| <input type="checkbox"/> Invoice Report Administration                  | Access to Reporting, and Invoice Report type.                            |
| <input type="checkbox"/> Purchase Order Report Administration           | Access to Reporting, Purchase Order and Order Summary report types.      |
| <input type="checkbox"/> Service Sheet Report Administration            | Access to Reporting, and Service Sheet Report types.                     |
| <input type="checkbox"/> Tax Book Report Administration                 | Access to Reporting, and Tax Book Report type.                           |
| <input type="checkbox"/> Time Sheet Report Administration               | Access to Reporting, and Time Sheet Report type.                         |

**Assign Users (0)**

You can add users to this role.

| Username   | Email Address | First Name | Last Name | Role Assigned |
|------------|---------------|------------|-----------|---------------|
| Username 1 |               |            |           |               |

No users assigned yet.

Save Close

## 7. USER PROFILE MANAGEMENT

To configure the platform users and their functions, you must perform the following steps:

8

From the **Manage Users** option, you can configure the people of the company who have access to the platform, being able to add new users to the platform or make modifications to the already existing users on the platform.

The screenshot displays the SAP Ariba Network interface. At the top, the header shows 'SAP Ariba Network', 'Standard Account', and an 'Upgrade' button. Below this, the 'Account Settings' section is visible, with tabs for 'Customer Relationships', 'Users', 'Notifications', 'Application Subscriptions', 'Account Registration', and 'API management'. The 'Users' tab is selected, and within it, the 'Manage Users' option is highlighted with a red box and a red circle containing the number '8'. Below the tabs, there is a section for 'Users (1)' with two checkboxes: 'Enable assignment of orders to users with limited access to Ariba Network.' and 'Require multi-factor authentication (applies for all users of your organization)'. Below this, the 'Create User' form is shown, which includes fields for 'New User Information' (Username, Email Address, First Name, Last Name, Office Phone) and 'Role Assignment' (Sub-Admin). The 'Customer Assignment' section at the bottom has radio buttons for 'All Customers' (selected) and 'Select Customers'. A footer note states: 'By entering this personal data, you acknowledge that you have authority to allow transfer of this personal data to Ariba for processing in the Ariba systems (hosted in various data centers globally) in accordance with the SAP Ariba Privacy Statement, the service agreement between your company and Ariba, and applicable law; and, if applicable, that any personal data from Russian citizens has been stored by your organization in a separate data repository residing within the Russian federation.'

## 8. NOTIFICATIONS MANAGEMENT

In the platform you can configure the notifications that you want to receive of transactions, services, failures, among other messages that you want or not to receive.

From the **Notifications** option, you can select those of your interest in the sections: General, Network, Discovery, Sourcing and Contracts. If you do not want to receive them, you just have to leave the option unselected. In the email addresses you can select the addresses (up to 5) of the users registered on the platform.

The screenshot displays the SAP Ariba Network interface. At the top, the header shows 'SAP Ariba Network' with a 'Standard Account' status and an 'Upgrade' button. A navigation bar includes 'Home', 'Inbox', 'Outbox', 'Catalogs', and 'Reports'. A dropdown menu is open, showing 'ACCOUNT SETTINGS' with options: 'Customer Relationships', 'Users', 'Notifications' (highlighted with a red box), and 'Application Subscriptions'. Below this, the 'Account Settings' page is shown with tabs for 'General', 'Network', 'Discovery', and 'Sourcing & Contracts'. The 'General' tab is selected, displaying a table for configuring notifications. The table has columns for 'Type', 'Send notifications when...', and 'To email addresses (one required)'. The 'Relationship' section includes notifications for 'Customer', 'Customer Requirements Change', 'Trading Relationship Requests', and 'Supplier Enablement Activity and Task Reminder'. The 'Other Notifications' section includes 'Network Service', 'Certification Expiration Notifications', 'Reminder of Unconfirmed Orders', and 'Other Notifications'. Each row has a checkbox to enable notifications and an input field for email addresses. A sidebar on the right contains links like 'My Account', 'Link User IDs', 'Contact Administrator', 'Company Profile', 'Settings' (highlighted with a red box), and 'Logout'. At the bottom right, there is a 'mobile.' section with a Google Play logo and a '49%' progress indicator.

| Type   | Send notifications when...  | To email addresses (one required) |
|--|---|-----------------------------------|
| Customer                                       | <input checked="" type="checkbox"/> Send a notification when a buying organization creates a trading relationship with my company and when that buying organization publishes a new CSV invoice or service sheet template.          | <input type="text"/>              |
| Customer Requirements Change                   | <input checked="" type="checkbox"/> Send a notification when a customer has shared or updated Master Data or Business Requirements on my Supplier Information Portal.   | <input type="text"/>              |
| Trading Relationship Requests                  | <input type="checkbox"/> Send a notification when a customer responds to my trading relationship request.   | <input type="text"/>              |
| Supplier Enablement Activity and Task Reminder | <input checked="" type="checkbox"/> Send a notification when a supplier enablement activity is assigned or a task is overdue.   | <input type="text"/>              |
| <b>Other Notifications</b>                     |   |                                   |
| Network Service                                | <input checked="" type="checkbox"/> Send a notification in advance of planned network downtime, unplanned downtime, and new releases.   | <input type="text"/>              |
| Certification Expiration Notifications         | <input type="checkbox"/> Send a notification when company certification information has expired. Examples of company certifications include, Small and Disadvantaged Business, Minority-Owned Business, and Veteran-Owned Business. | <input type="text"/>              |
| Reminder of Unconfirmed Orders                 | <input checked="" type="checkbox"/> Send reminders of unconfirmed orders. This notification depends upon a customer rule.   | <input type="text"/>              |
| Other Notifications                            | <input checked="" type="checkbox"/> Send other important notifications to this email address when they do not belong to a specific notification category.   | <input type="text"/>              |

## 9. ROUTING ORDERS AND INVOICES MANAGEMENT

In the platform you can configure the routing of orders and invoices, thus allowing these documents to be received and processed by users previously registered with the roles for each case.

From the **Electronic Order Routing** and **Electronic Invoice Routing** options, you can configure different options for receiving orders and sending invoices and emails (up to 5) of those users who, being registered on the platform, can receive, process and submit these documents electronically.

The screenshot displays the SAP Ariba Network 'Network Settings' page. The 'Electronic Order Routing' tab is selected and highlighted with a red box. Below it, the 'Electronic Invoice Routing' tab is also highlighted with a red box. The 'Options' section on the right is expanded, showing the 'Email address' field highlighted with a red box. The 'Sending Method' section shows a table with columns for Document Type, Routing Method, and Options. The 'Notifications' section shows a table with columns for Type, Send notifications when..., and To email addresses (one required).

**Network Settings**

Electronic Order Routing | **Electronic Invoice Routing** | Accelerated Payments | Settlement

\* Indicates a required field

Non-Catalog Orders with Part Numbers

☐ Process non-catalog orders as catalog orders if part numbers are entered manually

Status Update Request Notifications

☐ Do not send status updates for inbound documents in pending queue

**Options**

Email address:

☐ Attach cXML document in the email message

☒ Include document in the email message

☐ Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments".

☐ Attach PDF document in the email message

Current Routing method for new orders: Email

⚠ Attachments will be included in the order.

**Sending Method**

| Document Type     | Routing Method | Options                                |
|-------------------|----------------|--|
| Invoices          | Online         | Return to this site to create invoices |
| Customer Invoices | Online         | Save in my online inbox                |

**Notifications**

| Type                          | Send notifications when...  | To email addresses (one required) |
|-------------------------------|---|-----------------------------------|
| Invoice Failure               | <input checked="" type="checkbox"/> Send a notification when invoices are undeliverable or rejected.                        | <input type="text"/>              |
| Invoice Status Change         | <input checked="" type="checkbox"/> Send a notification when invoice statuses change.                                       | <input type="text"/>              |
| Invoice Created Automatically | <input checked="" type="checkbox"/> Send a notification when an invoice is created automatically on behalf of your company. | <input type="text"/>              |