



SAP ARIBA NETWORK MANUAL FOR SUPPLIERS WITH STANDARD ACCOUNT

April 2021

AGENDA

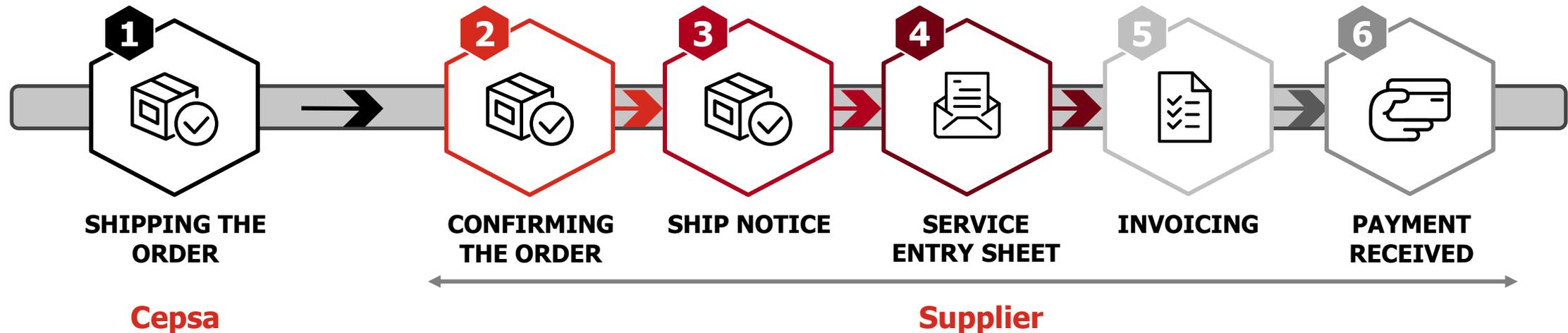
- 1 Ariba Network
- 2 Orders management
- 3 Ship Notice
- 4 Service Entry Sheet
- 5 Invoice management
- 6 Payments received
- 7 User profile management
- 8 Notifications management
- 9 Routing orders and invoices management



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.

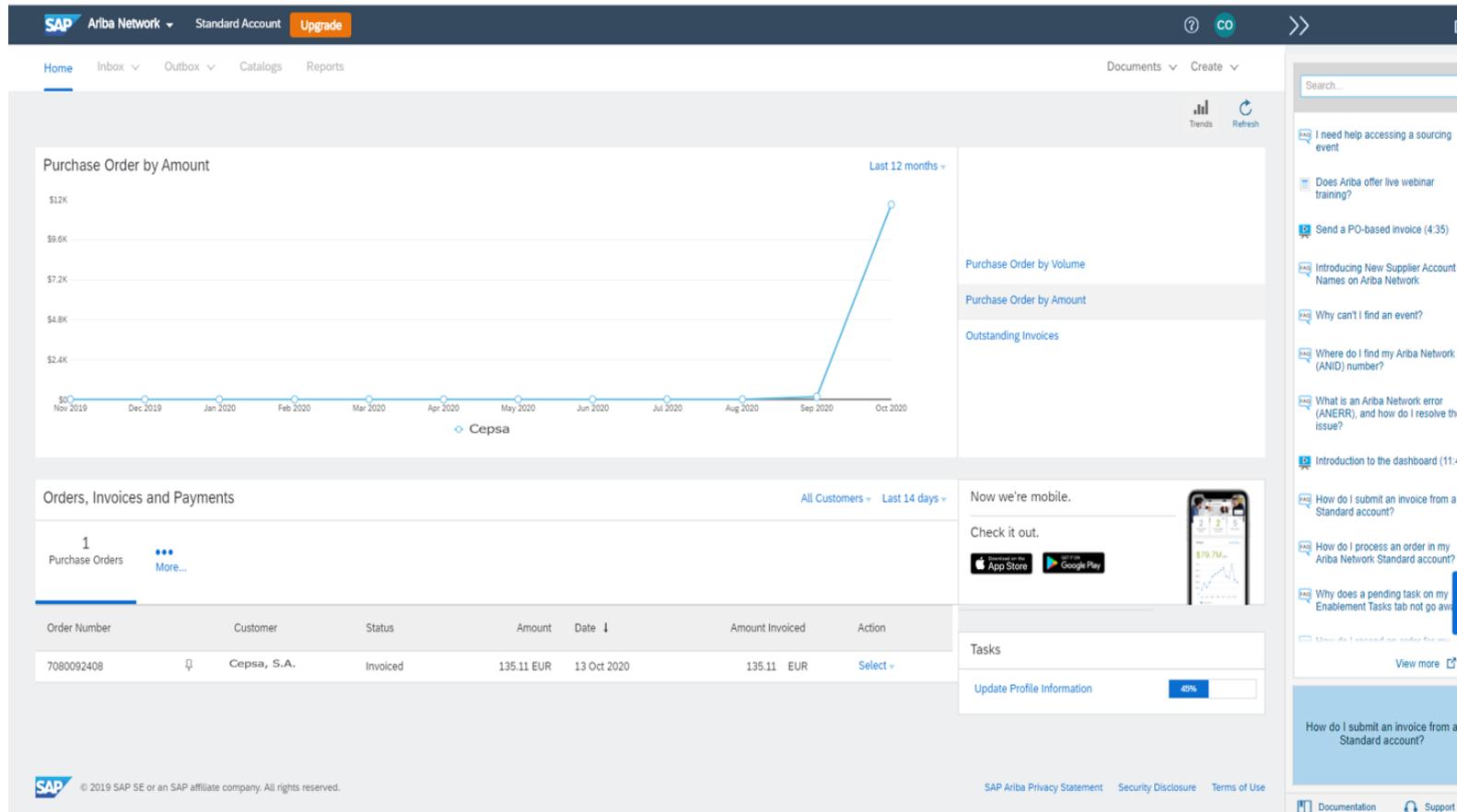
Once you have entered the platform, you will see the purchase order sent by Cepsa, with **all the information** about it. From this screen you will be able to carry out the necessary procedures in relation to the order, such as: order confirmation, creation of the Ship Notice, creation of the invoice,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

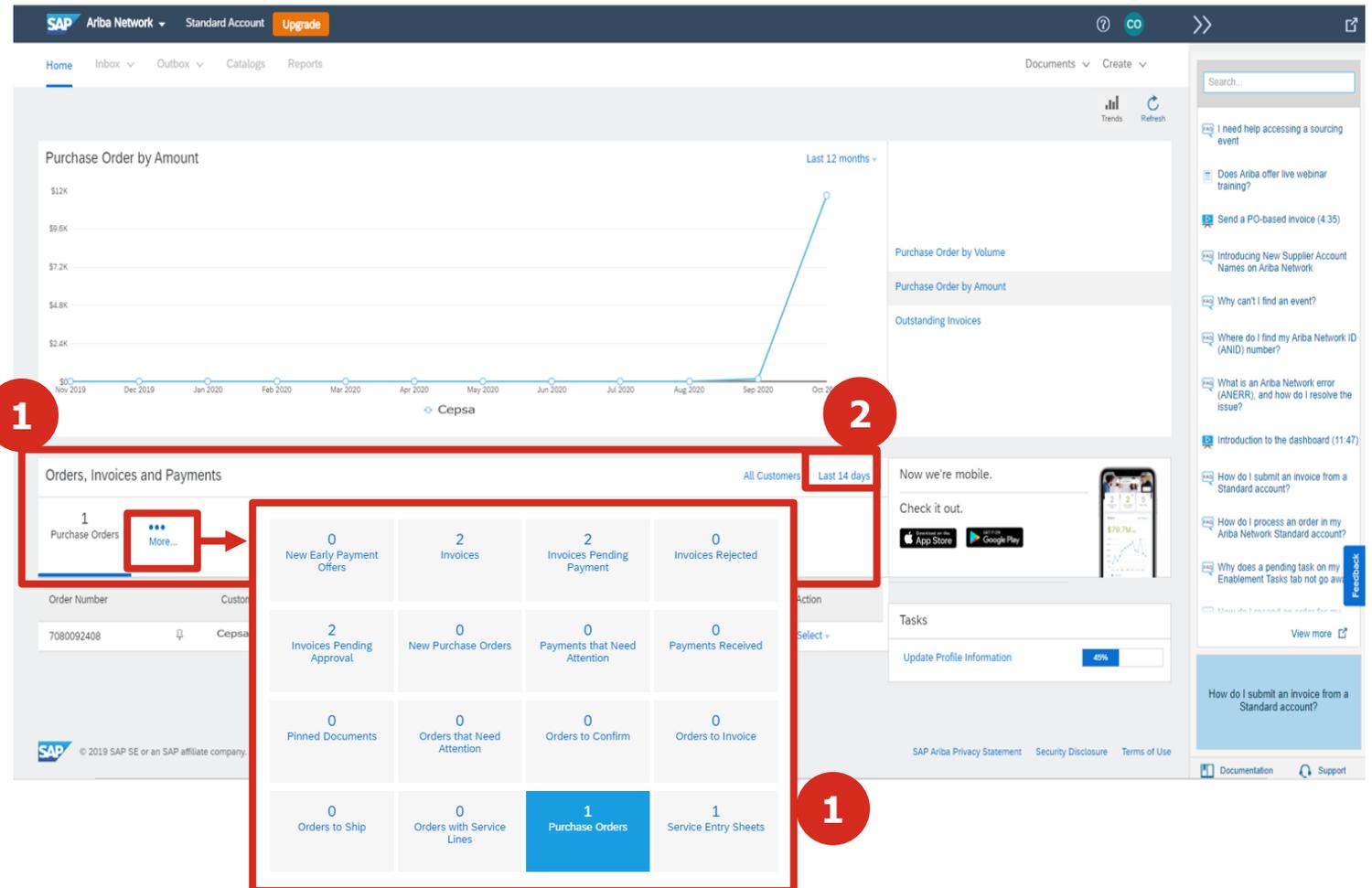
On the home page you will have a **dashboard** with the main volumes of the transactions to be carried out through the Ariba Network platform

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 is 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' for Cepsa, showing a sharp increase in October 2020. Below the chart is a table of 'Orders, Invoices and Payments' with one entry for order number 7080092408. A red box highlights the 'Action' column for this order, and another red box highlights the 'Send me a copy to take action' option. Red circles with numbers 3 and 4 are overlaid on the image to indicate the steps described in the text.

Order Number	Customer	Status	Amount	Date	Amount Invoiced	Action
7080092408	Cepsa, S.A.	Invoiced	135.11 EUR	13 Oct 2020	135.11 EUR	Select - 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 shows the SAP Ariba Network Standard Account home page. The top navigation bar includes 'SAP Ariba Network', 'Standard Account', and an 'Upgrade' button. The main content area is divided into several sections:

- Purchase Order by Amount:** A line chart showing the amount of purchase orders over time for Cepsa. The y-axis ranges from \$0 to \$12K, and the x-axis shows months from Nov 2019 to Oct 2020. A sharp increase is visible in Oct 2020.
- Orders, Invoices and Payments:** A table listing orders. One order is shown for Cepsa, S.A. with an amount of 135.11 EUR, dated 13 Oct 2020, and a status of 'Invoiced'.
- Tasks:** A section with an 'Update Profile Information' button showing 45% completion.
- Documents:** A dropdown menu is open, showing options for 'Non-PO Invoice' and 'Contract Invoice'. A red circle with the number '5' highlights the 'Non-PO Invoice' option.

At the bottom, there is a footer with 'SAP © 2019 SAP SE or an SAP affiliate company. All rights reserved.' and links for 'SAP Ariba Privacy Statement', 'Security Disclosure', 'Terms of Use', 'Documentation', and 'Support'.

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.

The screenshot displays the SAP Ariba Network portal interface. At the top, there is a navigation bar with 'Home', 'Inbox', 'Outbox', 'Catalogs', and 'Reports'. A 'Trends' icon is highlighted with a red circle and the number 6. A red arrow points from this icon to a line chart titled 'Purchase Order by Amount'. The chart shows a significant spike in purchase order amounts starting in September 2020. A dropdown menu is open next to the chart, showing options: 'Purchase Order by Volume', 'Purchase Order by Amount', and 'Outstanding Invoices'. The chart's time period is set to 'Last 12 months'. Below the chart, there is a table with columns: Order Number, Customer, Status, Amount, Date, Amount Invoiced, and Action. The table contains one row with Order Number 7080092408, Customer Cepsa, S.A., Status Invoiced, Amount 135.11 EUR, Date 13 Oct 2020, and Amount Invoiced 135.11 EUR. The footer of the page includes the SAP logo and copyright information: '© 2019 SAP SE or an SAP affiliate company. All rights reserved.'.

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.

The screenshot shows the SAP Ariba Network portal home page. The top navigation bar includes 'SAP Ariba Network', 'Standard Account', and an 'Upgrade' button. A user profile icon with initials 'CO' is circled in red. A dropdown menu is open, listing options: 'My Account', 'Link User IDs', 'Contact Administrator', 'Company Profile', 'Settings', and 'Logout'. The main content area features a 'Purchase Order by Amount' line chart for 'Cepsa' from Nov 2019 to Oct 2020, showing a sharp increase in October. Below the chart is a table for 'Orders, Invoices and Payments' with one entry for Cepsa, S.A. with an amount of 135.11 EUR. A mobile app promotion is visible on the right side.

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 (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

Purchase Order by Amount

Orders, Invoices and Payments

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

Now we're mobile. Check it out. App Store Google Play

Tasks: Update Profile Information 49%

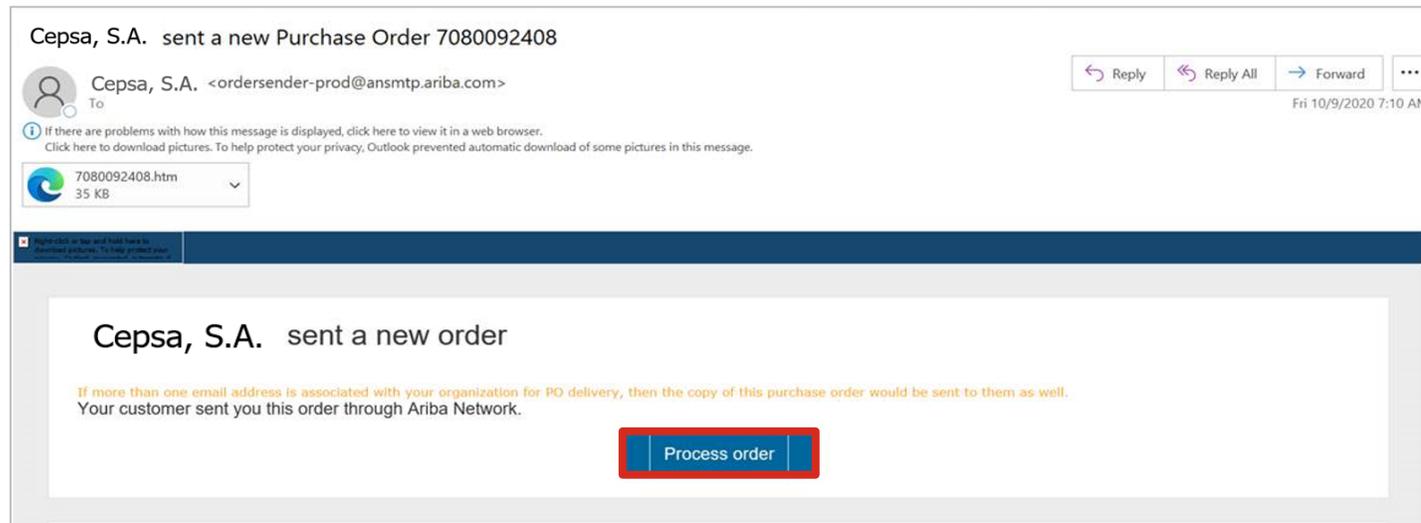
Search...

- 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?

Documentation Support

1. ARIBA NETWORK: ORDER NOTIFICATION RECEIPT

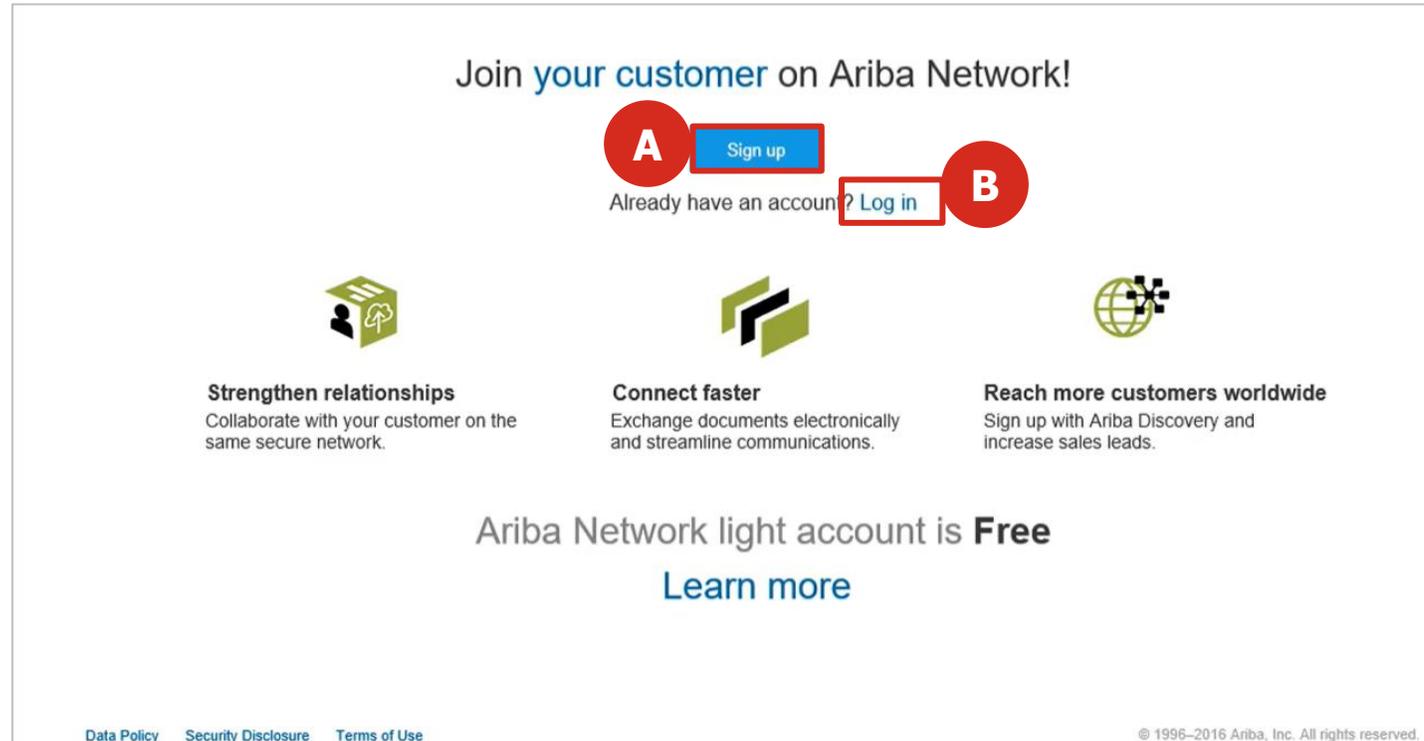
In the new N2P process, all the orders that Cepsa issues will reach Ariba Network. You will receive an email with the receipt's notification of the order from where you must access to view and manage the order in the Ariba Network platform



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

The screenshot displays the SAP Ariba Network interface for a Purchase Order (7080092408). The top navigation bar includes the SAP logo, 'Ariba Network', 'Standard Account', and an 'Upgrade' button. The main content area shows the order details, including the supplier 'CEPSA QUIMICA, S.A.' and the purchase order amount of 135.11 EUR. A red box highlights the 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice' buttons, with a red circle '2' next to it. A red circle '1' is placed near the 'Done' button in the top right corner. The interface also displays 'Payment Terms', 'Contact Information', and 'Other Information' sections.

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**).

The screenshot displays the SAP Ariba Network interface for a purchase order (7740002920). The top navigation bar includes 'SAP Ariba Network', 'Enterprise Account', and 'TEST MODE'. The main content area shows the purchase order details, including 'From' (CEPSA QUIMICA, S.A.) and 'To' (TSI INGENIERÍA DE IMAGEN, S.A.-TEST). A red circle with the number '1' highlights the 'Create Order Confirmation' button. Below this, a dropdown menu is shown with three options: 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'. A red circle with the number '2' highlights this dropdown menu. The interface also shows 'Payment Terms' (60 Days F), 'Comments', and 'Contact Information'.

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

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 top navigation bar includes 'SAP Ariba Network', 'Standard Account', and 'Upgrade'. The main header is 'Confirming PO' with 'Exit' and 'Next' buttons. A red circle with the number '1' is placed over the 'Next' button. On the left sidebar, 'Confirm Entire Order' is highlighted with a red box and a red circle with the number '1', while 'Review Order Confirmation' is below it. The main content area is titled 'Order Confirmation Header' and contains several input fields: 'Confirmation #' (with a red circle '1' over it), 'Associated Purchase Order #' (7080092408), 'Customer' (Cepsa, S.A.), and 'Supplier Reference'. Below this is the 'Shipping and Tax Information' section with fields for 'Est. Shipping Date*', 'Est. Delivery Date*', 'Est. Shipping Cost', and 'Est. Tax Cost'. A 'Comments' text area is at the bottom.

The screenshot shows the 'Confirming PO' screen in SAP Ariba Network, now in the 'Review Order Confirmation' step. The top navigation bar is the same. The main header is 'Confirming PO' with 'Previous', 'Submit', and 'Exit' buttons. A red circle with the number '2' is placed over the 'Submit' button. On the left sidebar, 'Review Order Confirmation' is highlighted with a red box and a red circle with the number '2', while 'Confirm Entire Order' is above it. The main content area is titled 'Confirmation Update' and shows 'Confirmation #' (OC_7080092408) and 'Supplier Reference'. Below this is the 'Line Items' section with a 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

Below the table, it shows 'Current Order Status: 1.000 Confirmed As Is (Estimated Shipment Date: 16 Oct 2020; Estimated Delivery Date: 30 Oct 2020)'.

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**.

SAP Ariba Network - Standard Account Upgrade

Confirming PO

1 Update Item Status

2 Review Confirmation

Order Confirmation Header

Confirmation #: 1

Associated Purchase Order #: 7080092408

Customer: Cepsa, S.A.

Supplier Reference:

Line Items

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

Current Order Status

1.000 Unconfirmed

Confirm: Backorder: Reject: Details ⓘ

Reject All ⓘ

Attachments:

Name	Size (bytes)	Content Type
No Items		

Elegir archivo No se ha seleccionado ningún archivo Add Attachment

- 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.

SAP Ariba Network - Standard Account Upgrade

Confirming PO

1 Update Item Status

2 Review Confirmation

Order Confirmation Header

Confirmation #: POC_7080092408

Supplier Reference:

Est. Shipping Date: 16 Oct 2020

Est. Delivery Date: 30 Oct 2020

Attachments:

Line Items

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

Current Order Status:

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: CEPSA QUIMICA, S.A. To: Purchase Order 7080092444
Amount: 9,684.80 EUR
Version: 1

Order Confirmation Number:
Confirmation #: OC_7080092444

Rejection Reason: Please Select

Comments:

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

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

Contact Information
Supplier Address

Other Information

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**.



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.

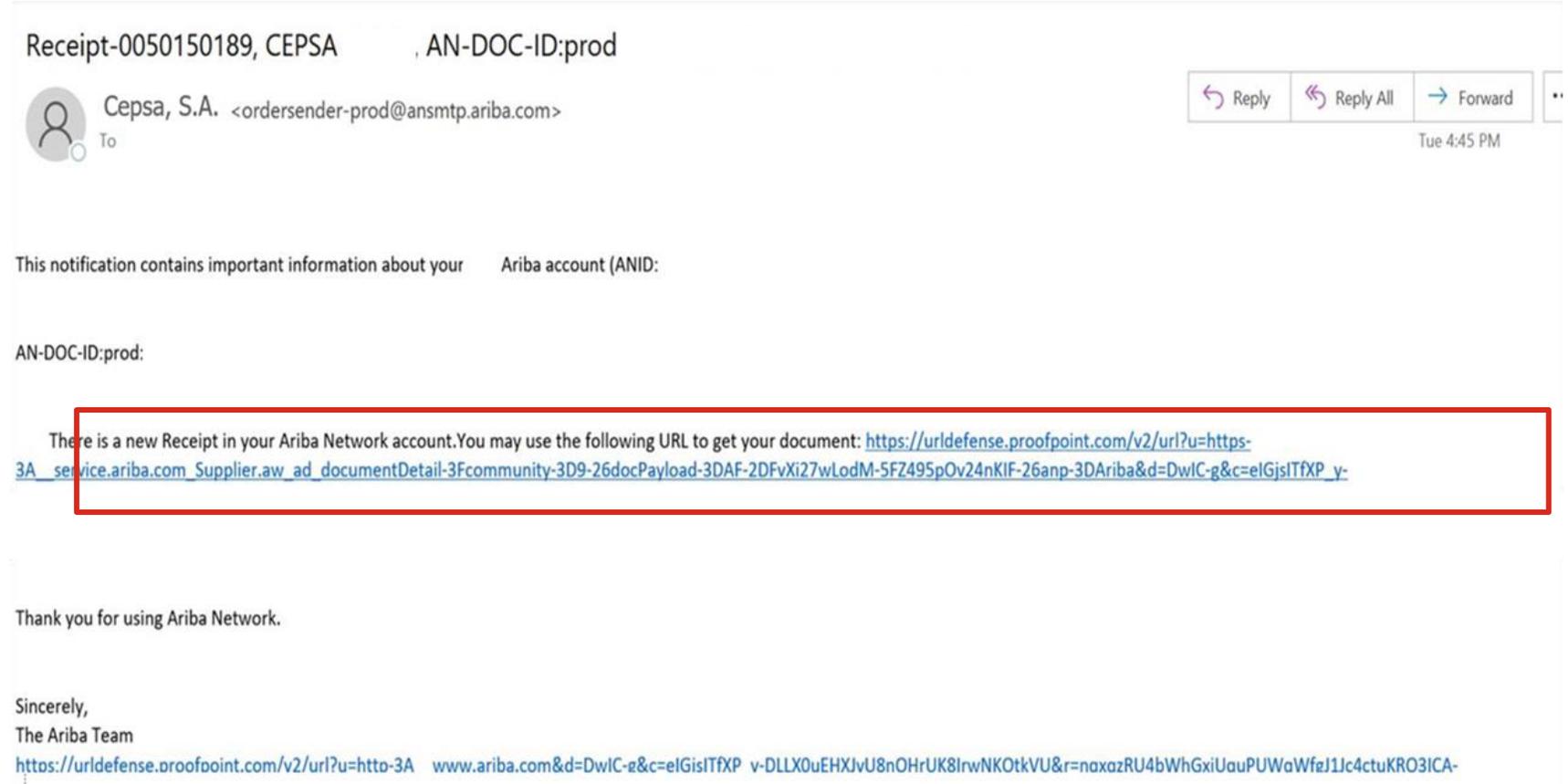
The screenshot shows the 'Create Ship Notice' form. The form is titled 'Create Ship Notice' and has 'Save', 'Exit', and 'Next' buttons. A red circle with the number '2' highlights the form area. The form is divided into several sections: 'SHIP FROM' and 'DELIVER TO' (both with 'Update Address' links), 'Ship Notice Header', 'SHIPPING', and 'TRACKING'. The 'SHIPPING' section includes fields for 'Packing Slip ID:*' (ASN_7080092475), 'Invoice No.:', 'Requested Delivery Date:', 'Ship Notice Type' (Select), 'Shipping Date:' (3 Oct 2020), and 'Delivery Date:*' (9 Oct 2020). The 'TRACKING' section includes 'Carrier Name:' (dropdown) and 'Service Level:' (dropdown). A note at the top left of the form states '* Indicates required field'.

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.



Receipt-0050150189, CEPSA , AN-DOC-ID:prod

To: Cepsa, S.A. <ordersender-prod@ansmtp.ariba.com>

This notification contains important information about your Ariba account (ANID: AN-DOC-ID:prod:

There is a new Receipt in your Ariba Network account. You may use the following URL to get your document: https://urldefense.proofpoint.com/v2/url?u=https-3A__service.ariba.com_Supplier.aw_ad_documentDetail-3Fcommunity-3D9-26docPayload-3DAF-2DFvXi27wLodM-5FZ495pOv24nKIF-26anp-3DAriba&d=DwIC-g&c=eIGjsITfXP_y-

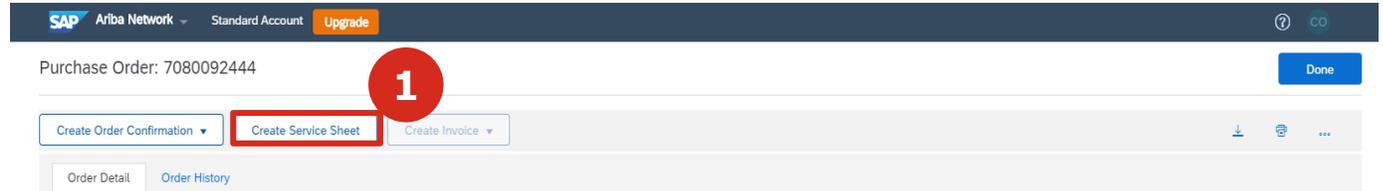
Thank you for using Ariba Network.

Sincerely,
The Ariba Team
https://urldefense.proofpoint.com/v2/url?u=htto-3A__www.ariba.com&d=DwIC-g&c=eIGjsITfXP_v-DLLX0uEHXJvU8nOHrUK8IrwNK0tkVU&r=naxazRU4bWhGxiUauPUWaWfzJ1c4ctuKRO3ICA-

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.

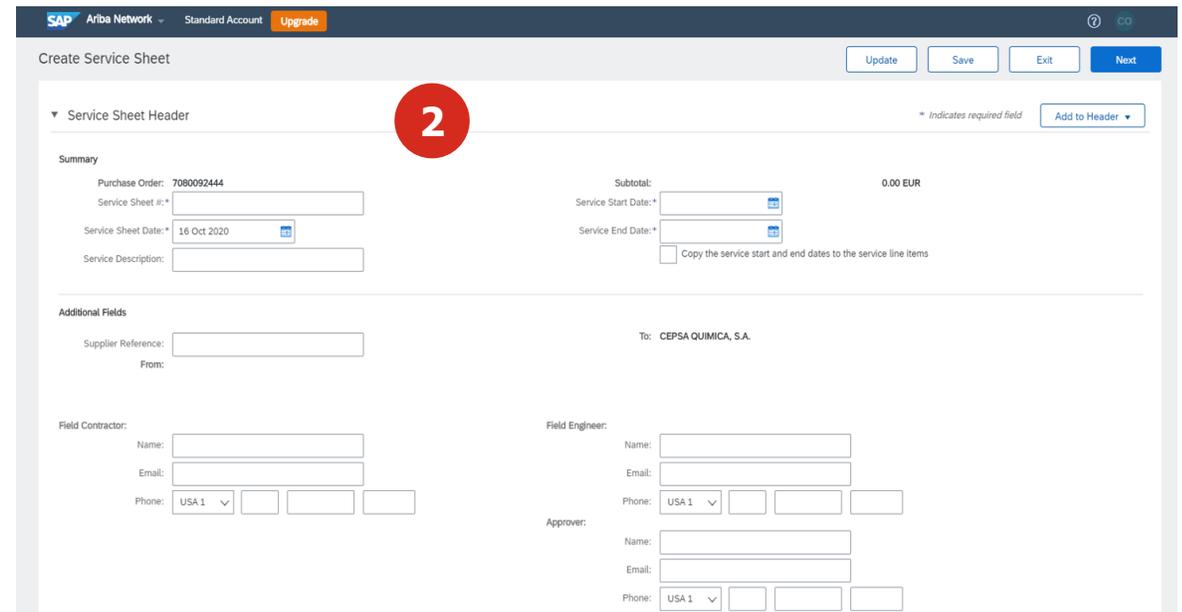
- 1 To create a Service Entry Sheet (SES), you must access the order on the platform (from the order notification email) and select the option **Create Service Entry Sheet**.



The screenshot shows the SAP Ariba Network interface for a purchase order. The header includes 'SAP Ariba Network', 'Standard Account', and 'Upgrade'. The main content area displays 'Purchase Order: 7080092444' and a 'Done' button. Below this, there are three buttons: 'Create Order Confirmation', 'Create Service Sheet' (highlighted with a red box and a red circle with the number 1), and 'Create Invoice'. At the bottom, there are tabs for 'Order Detail' and 'Order History'.

- 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 in the SAP Ariba Network. The header includes 'SAP Ariba Network', 'Standard Account', and 'Upgrade'. The main content area is titled 'Create Service Sheet' and has buttons for 'Update', 'Save', 'Exit', and 'Next'. Below this, there is a 'Service Sheet Header' section with a red circle containing the number 2. The 'Summary' section includes fields for 'Purchase Order: 7080092444', 'Service Sheet #', 'Service Sheet Date' (16 Oct 2020), 'Service Description', 'Subtotal: 0.00 EUR', 'Service Start Date', and 'Service End Date'. There is also a checkbox for 'Copy the service start and end dates to the service line items'. The 'Additional Fields' section includes 'Supplier Reference', 'From', 'Field Contractor' (Name, Email, Phone), 'Field Engineer' (Name, Email, Phone), and 'Approver' (Name, Email, Phone). The 'To: CEPESA QUIMICA, S.A.' is also visible.

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:

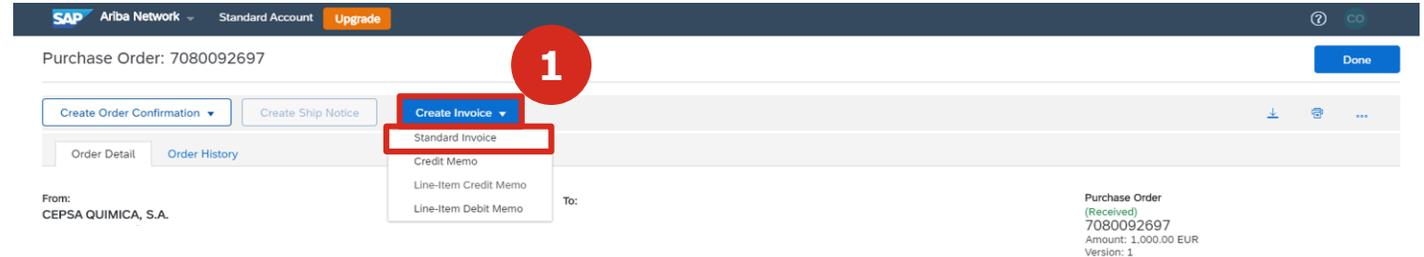
- 1 Invoice with Order:** it is the type of invoice that is created associated with an order and therefore with an order number.
- 2 Service Sheet Invoice:** it is the type of invoice that is generated from a Service Entry Sheet.
- 3 CSV invoice:** it is the type of invoice that is generated with templates 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)

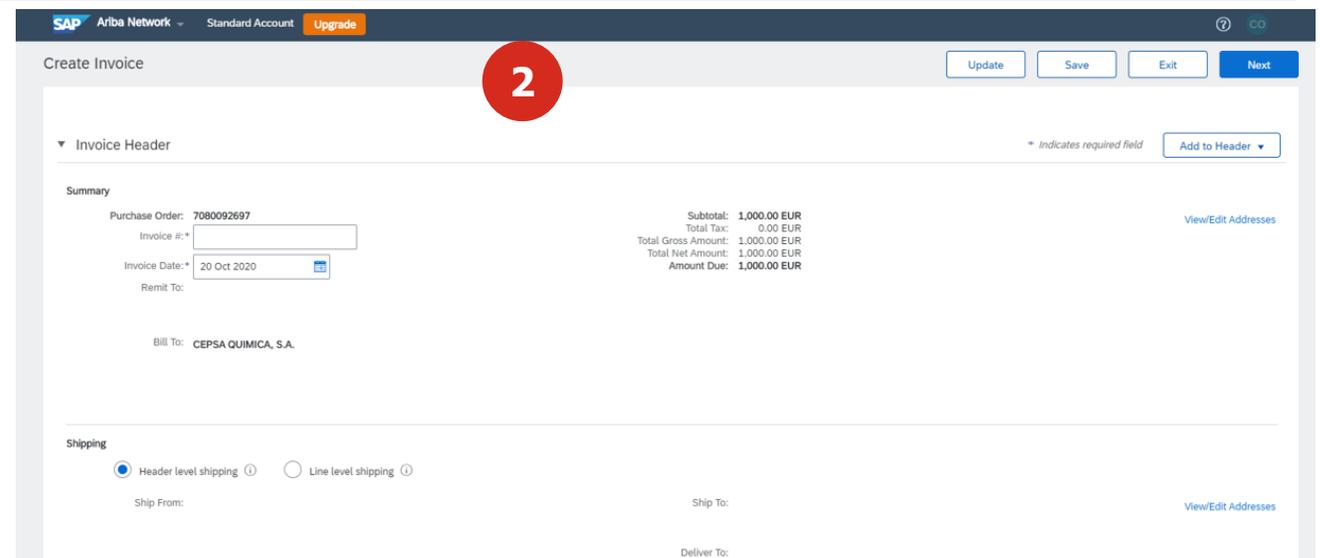
You will be able to **create an invoice against an order** in the Ariba Network platform. This type of invoice is known as PO Flip, as the order details are filled in automatically.

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.

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Line Items **2**

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 Price Unit Quantity: 1
Unit Conversion: 1 Description:

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

Packing Slip ID: Delivery Note ID:
Shipping Documents Packing Slip Date: Delivery Note Line #:
Delivery Note Date:* 31 Oct 2020

Line Item Actions v 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.

The screenshot displays the 'Create Invoice' form in SAP Ariba Network. The form is titled 'Create Invoice' and includes a summary section with the following details:

- Purchase Order: 7740002920
- Invoice #: [Empty field]
- Invoice Date: 29 Apr 2021
- Service Description: [Empty field]
- Remit To: Avenida de Metepec 18
- Bill To: **CEPSA QUIMICA, S.A.** (highlighted with a red box)
- Summary:
 - 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

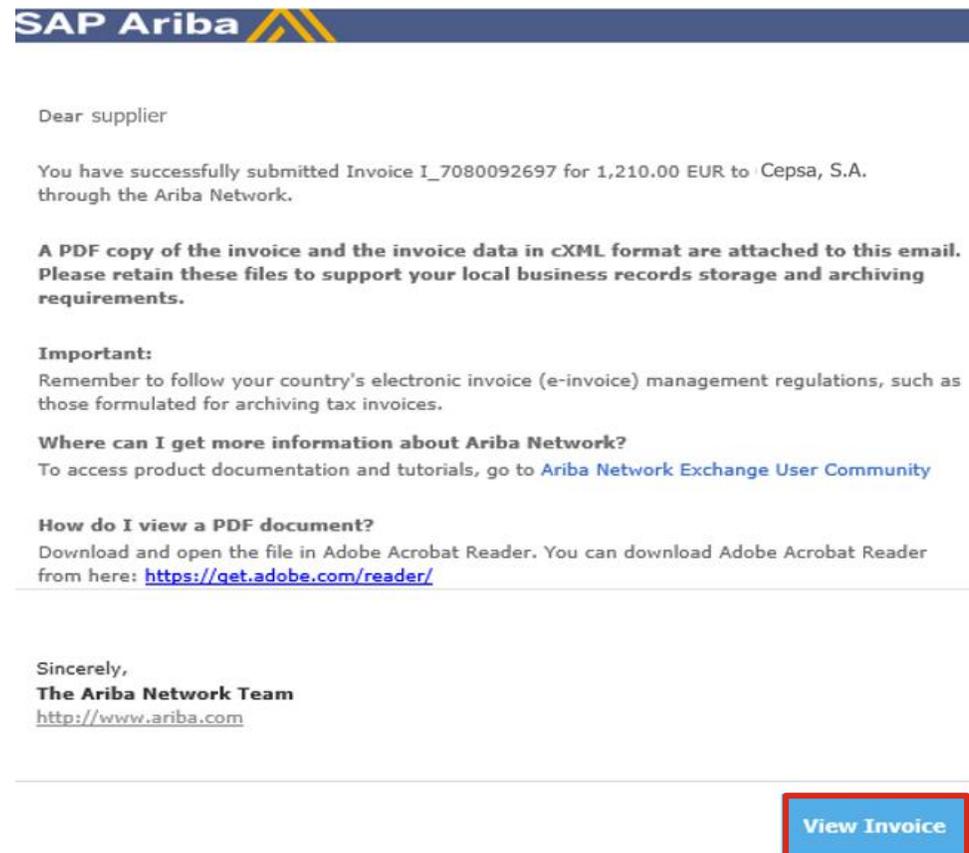
The 'Bill To' field is highlighted with a red box. Below it, a dropdown menu is open, showing a list of customer names. The dropdown is also highlighted with a red box. The list includes:

- COMPañÍA 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, COMPAÑÍA ESPAÑOLA DISTRIB.
- Cepsa Algerie
- CEPSA AVIACIÓN S.A.
- CEPSA BIOENERGIA SAN ROQUE,S.L
- CEPSA BUSINESS SERVICES S.A

The dropdown menu is also highlighted with a red box. The dropdown is titled 'Choose Address' and has a 'No value' placeholder. The dropdown is also highlighted with a red box. The dropdown is also highlighted with a red box. The dropdown is also highlighted with a red box.

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.

The screenshot displays the SAP Ariba Network interface for invoice I_7080092697. The top navigation bar includes the SAP logo, 'Ariba Network', 'Standard Account', and an 'Upgrade' button. The invoice number 'I_7080092697' is shown at the top left, with a 'Done' button on the right. Below the navigation bar, there are several action buttons: 'Create Line-Item Credit Memo' (highlighted with a red box), 'Copy This Invoice', 'Print', 'Download PDF', and 'Export cXML'. The main content area is divided into tabs: 'Detail', 'Scheduled Payments', and 'History'. The 'Detail' tab is active, showing the 'Standard Invoice' section. This section includes a 'Status' field with 'Invoice: Sent' (highlighted with a red box), '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', and 'Source Document: Order'. To the right of the status information is a summary table:

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.

The screenshot displays the SAP Ariba Network interface for creating a credit memo. The form is titled "Create Line-Item Credit Memo" and includes several sections:

- Credit Memo Type:** A dropdown menu is set to "Quantity Adjustment".
- Invoice Header:** Includes a "Summary" section with fields for "Credit Memo #:", "Credit Memo Date:" (20 Oct 2020), "Original Invoice No:" (L_7080092697), and "Original Invoice Date:" (20 Oct 2020). A "Subtotal" summary shows: Subtotal: -1,000.00 EUR, Total Tax: -210.00 EUR, Total Gross Amount: -1,210.00 EUR, Total Net Amount: -1,210.00 EUR, and Amount Due: -1,210.00 EUR.
- Line Items:** A table with columns: No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Original Price, Unit Price, Subtotal. The first row shows: 10, [checked], MATERIAL, GLASES, [blank], -10.0, EA, 100.00 EUR, -1,000.00 EUR. The "Quantity" field is highlighted with a red box.
- Tax:** A section with "Category:" set to "VAT", "Rate(%):" set to "21", and "Tax Amount:" set to "-210.00 EUR".

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.

The screenshot displays the SAP Ariba Network interface for a Purchase Order (PO) with ID 7080092697. The header includes the SAP logo, 'Ariba Network', 'Standard Account', and an 'Upgrade' button. The PO details show 'From: CEPESA QUIMICA, S.A.' and 'Purchase Order (Received) 7080092697' with an amount of 1,000.00 EUR. A navigation bar contains 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The 'Create Invoice' dropdown menu is open, showing options: 'Standard Invoice', 'Credit Memo' (highlighted with a red box and labeled 'A'), 'Line-Item Credit Memo' (highlighted with a red box and labeled 'B'), and 'Line-Item Debit Memo'. A red circle with the number '1' is positioned over the 'Create Invoice' button. The interface also includes a 'Done' button and a 'CO' icon.

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

SAP Ariba Network Standard Account Upgrade

Create Credit Memo

Next Exit

Header Information

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

Credit Memo Number:*

Credit Memo Date:* 20 Oct 2020

Supplier Account ID #:

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: CEPSA QUIMICA, S.A.

Name:

Address:

Remittance ID:

Account Receivable ID:

Customer VAT/Tax ID:*

Tax paid through a Tax Representative

Supplier 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:

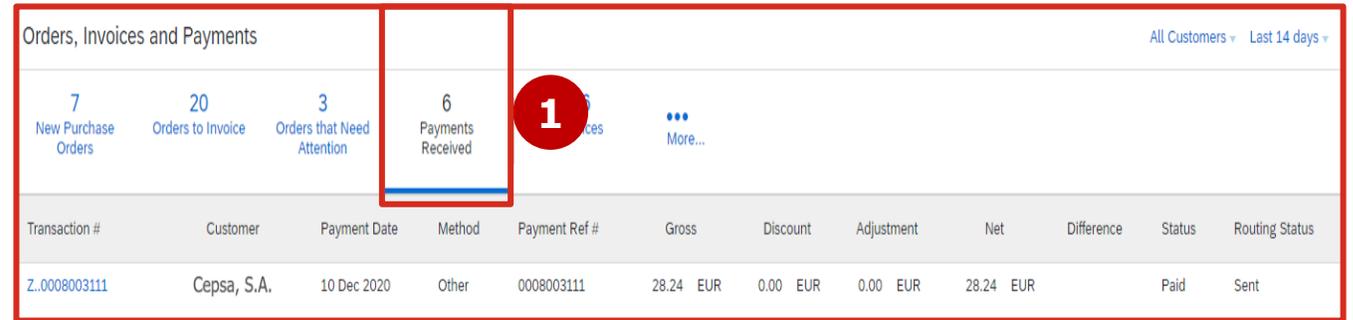
- **Sent:** The invoice has been sent to Cepsa, but it has not been recognized against orders or receipts.
- **Approved:** Cepsa has verified the invoice against an order or receipt and has approved your payment.
- **Rejected:** Cepsa has rejected the invoice or it has failed to validate the Ariba Network.
- **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

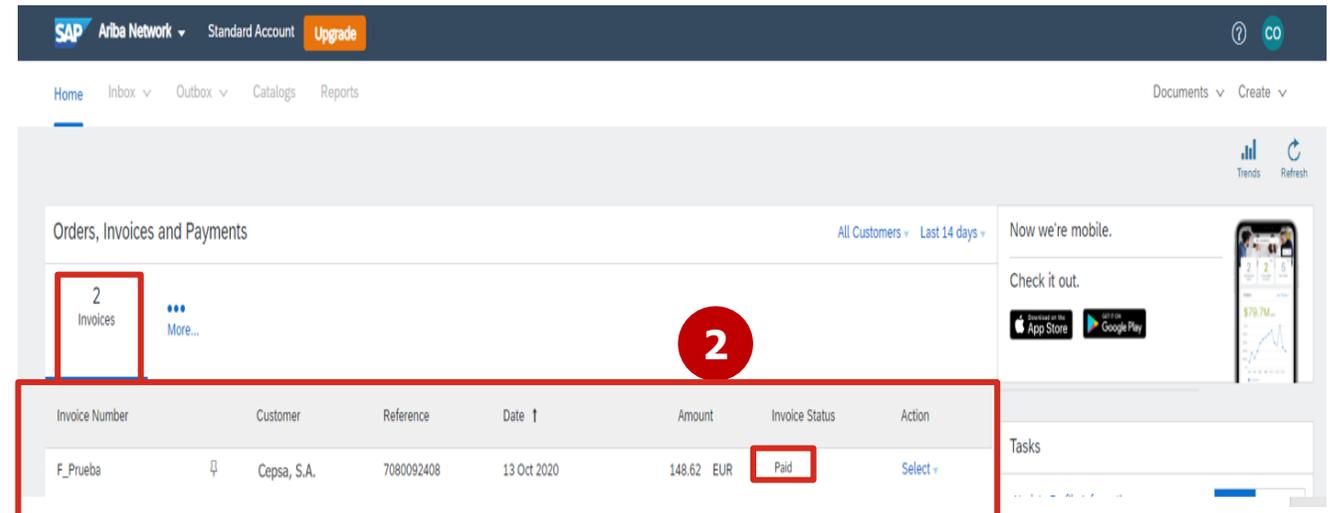
You can view the payments in the Ariba Network platform, directly accessing the platform portal.

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.

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**.



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



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 displays the SAP Ariba Network user profile management interface. The top navigation bar includes 'SAP Ariba Network', 'Standard Account', and an 'Upgrade' button. A red circle labeled '1' highlights the 'Upgrade' button. The main content area features a 'Purchase Order by Amount' line chart for Cepsa, showing a sharp increase in October 2020. A red circle labeled '2' highlights the user profile menu in the top right corner, which includes options like 'My Account', 'Link User IDs', 'Contact Administrator', 'Company Profile', 'Settings', and 'Logout'. Below the chart, there is a section for 'Orders, Invoices and Payments' with a table of purchase orders.

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 shows the SAP Ariba Network user interface. At the top, there is a navigation bar with 'SAP Ariba Network', 'Standard Account', and an 'Upgrade' button. Below this is a secondary navigation bar with 'Home', 'Inbox', 'Outbox', 'Catalogs', and 'Reports'. The main content area is titled 'My Account' and contains several sections:

- Account Settings** (with a sub-section for 'Mobile Settings') and a note: '* Indicates a required field'
- Account Information**: Includes fields for Username, Email Address, First Name, Middle Name, Last Name, and Business Role (set to 'Manager'). There is a 'Change Password' link and a 'Personal Information Change Log' link.
- Preferences**: Includes fields for Preferred Language (set to 'English'), Preferred Timezone, and Default Currency (set to 'US Dollar'). There is a 'Select Currency' button and a checkbox for 'Allow Me to Save Filter Preferences in the Inbox/Outbox'.
- Contact Information**: Includes fields for Country, Area, Number, Extension, Address 1, Address 2, Address 3, City, State, Zip, and Country/Region.
- Contact Information Preferences**: Includes a checkbox for 'Hide my personal contact information'.

At the bottom of the page, there is a 'Save' button and a 'Close' button. A red circle with the number '3' is positioned in the top right corner of the page, highlighting the 'My Account' menu item in the navigation bar. A blue arrow points from the 'My Account' menu item to the 'My Account' page content.

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.
- **Business¹:** 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 user interface for managing a company profile. The top navigation bar includes 'SAP Ariba Network', 'Standard Account', and an 'Upgrade' button. Below the navigation bar, there are tabs for 'Home', 'Inbox', 'Outbox', 'Catalogs', and 'Reports'. The main content area is titled 'Company Profile' and features a 'Save' button and a 'Close' button. The profile is organized into sections: 'Overview' and 'Address'. The 'Overview' section includes fields for 'Company Name', 'Other names, if any', 'NetworkId', 'Short Description' (with a character count of 84), 'Website', 'Public Profile', and 'Privacy Statement'. The 'Address' section includes fields for 'Address 1', 'Address 2', 'Address 3', 'City', 'State', and 'Zip'. On the right side, there is a 'Public Profile Completeness' section with a progress indicator and a 'Share Your Public Profile' section with a 'Click here to get your Ariba badge' link. A dropdown menu is open on the right, showing options: 'My Account', 'Link User IDs', 'Contact Administrator', 'Company Profile' (highlighted with a red box), 'Settings', and 'Logout'. A red circle with the number '4' is overlaid on the 'Company Profile' option in the dropdown menu.

¹It 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 shows the SAP Ariba Network user profile management interface. The navigation menu on the right includes 'ACCOUNT SETTINGS', 'Customer Relationships', 'Users' (6), 'Notifications', 'Application Subscriptions', 'Account Registration', 'NETWORK SETTINGS', 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Remittances', 'Network Notifications', and 'Audit Logs'. The 'Settings' option is also highlighted (5). The main content area displays a line chart for 'Purchase Order by Amount' and a table for 'Orders, Invoices and Payments'.

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 Arriba Network interface. The top screenshot is the 'Account Settings' page, where the 'Manage Roles' option is highlighted with a red box and a red circle containing the number '7'. The bottom screenshot is the 'Create Role' page, which includes fields for 'Name' and 'Description', a 'Permissions' section with a list of roles and their descriptions, and an 'Assign Users' section with a table for user assignment.

Account Settings

Customer Relations | **7** 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

New Role Information
Name: []
Description: []

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

Permission	Description
<input type="checkbox"/> API Development Access	Access to API development using the SAP Arriba developer portal.
<input type="checkbox"/> Order Assignment for Users with Limited Access	User can assign an order to a user with limited access to Arriba 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
No users assigned yet.				

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. The main content area is titled 'Account Settings' and includes a navigation bar with options: 'Customer Relationships', 'Users', 'Notifications', 'Application Subscriptions', 'Account Registration', and 'API management'. A red box highlights the 'Manage Users' option in the 'Users' section, with a red circle containing the number '8' next to it. Below this, the 'Users (1)' section is visible, with checkboxes for 'Enable assignment of orders to users with limited access to Ariba Network.' and 'Require multi-factor authentication (applies for all users of your organization)'. The 'Create User' form is shown below, featuring a 'Done' button and a 'Cancel' button. The form includes a 'New User Information' section with fields for 'Username*', 'Email Address*', 'First Name*', and 'Last Name*'. There are also checkboxes for 'Do not allow the user to resend invoices to the buyer's account.', 'This user is the Ariba Discovery Contact', and 'Limited access'. The 'Office Phone' field is split into 'Country' (set to USA 1), 'Area', and 'Number'. The 'Role Assignment' section shows a table with columns for 'Name' and 'Description', with a checkbox for 'Sub-Admin'. The 'Customer Assignment' section has radio buttons for 'Assign to Customer: 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 shows the SAP Ariba Network interface. At the top, there is a navigation bar with 'SAP Ariba Network', 'Standard Account', and an 'Upgrade' button. Below this, there are tabs for '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'. To the right, another dropdown menu shows 'My Account' with options: 'Link User IDs', 'Contact Administrator', 'Company Profile', 'Settings' (highlighted with a red box), and 'Logout'. Below the navigation, there is a 'Purchase Order by Amount' card showing '\$12K'. The main content area is titled 'Account Settings' and has a 'Save' and 'Close' button. It contains a sub-navigation bar with 'Customer Relationships', 'Users', 'Notifications' (selected), 'Application Subscriptions', 'Account Registration', and 'API management'. Below this, there are tabs for 'General', 'Network', 'Discovery', and 'Sourcing & Contracts'. A note states: 'Enter up to three comma-separated email addresses per field. Ensure that you have any required user consents before adding email addresses for sending notifications. The Preferred Language configured by the account administrator controls the language used in these notifications.' The 'Relationship' section has a table with columns 'Type', 'Send notifications when...', and 'To email addresses (one required)'. The 'Other Notifications' section has a table with columns 'Type', 'Send notifications when...', and 'To email addresses (one required)'. The 'To email addresses' column contains input fields with a plus sign to the left.

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"/>

Type	Send notifications when...	To email addresses (one required)
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 shows the 'Network Settings' page for 'Electronic Order Routing'. The 'Electronic Order Routing' tab is selected and highlighted with a red box. Below the tabs, there is a legend: '* Indicates a required field'. Two sections are visible: 'Non-Catalog Orders with Part Numbers' with a checkbox 'Process non-catalog orders as catalog orders if part numbers are entered manually' (unchecked), and 'Status Update Request Notifications' with a checkbox 'Do not send status updates for inbound documents in pending queue' (unchecked). 'Save' and 'Close' buttons are in the top right.

The screenshot shows the 'Network Settings' page for 'Electronic Invoice Routing'. The 'Electronic Invoice Routing' tab is selected and highlighted with a red box. The page is divided into several sections: 'General' (with 'Tax Invoicing and Archiving' sub-tab), 'Capabilities & Preferences', 'Sending Method', and 'Notifications'. The 'Sending Method' section contains a table with columns 'Document Type', 'Routing Method', and 'Options'. The 'Notifications' section contains a table with columns 'Type', 'Send notifications when...', and 'To email addresses (one required)'. The 'Email address' field in the 'Options' section and the first email address field in the 'Notifications' table are highlighted with red boxes. The 'Current Routing method for new orders: Email' section is also visible.

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

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