



SOLVAY

asking more from chemistry®

Solvay User Guide

SAP Ariba INVOICE Processing

(Enterprise Account)

May the 17th 2019

User Guide

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

How to use this guide :

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



Go Back to the General Agenda



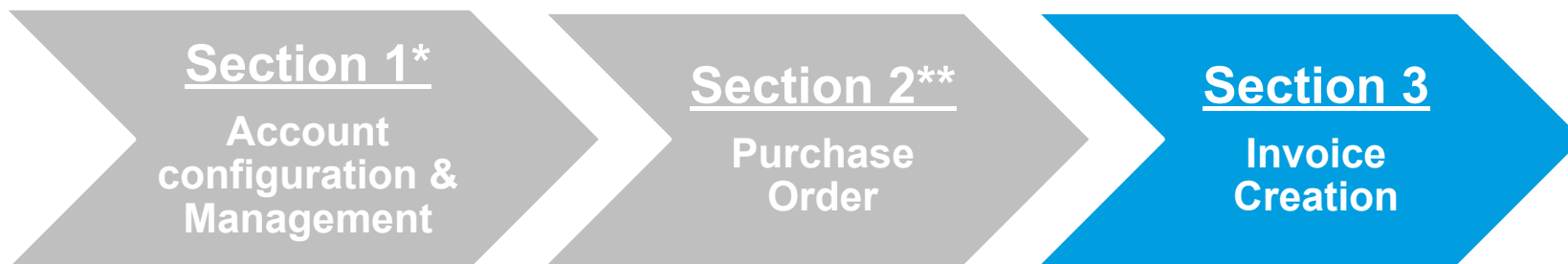
Go Back to the first page of the section



Go Back to the previous page



Go Back to the next page

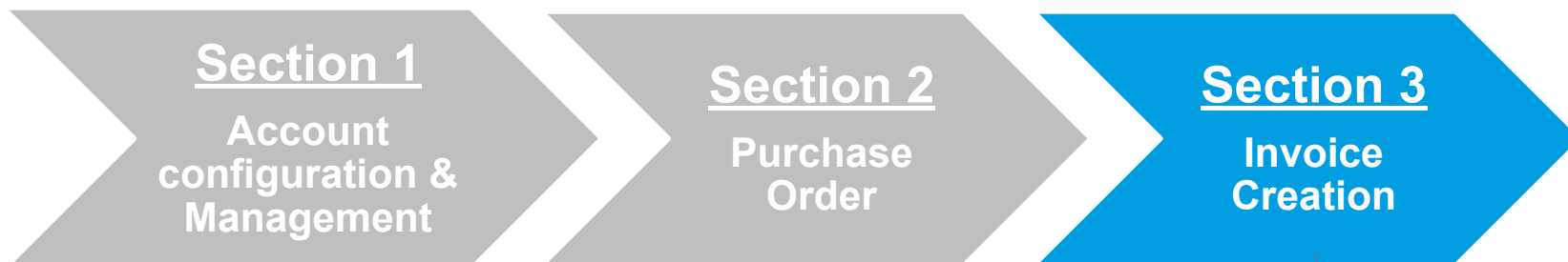


Grey section will be covered in other User Guide Documents that you can find in the same webpage than this User Guide:

*Section 1 : [Solvay_Account_Creation_management_User_guide \(Enterprise\)](#) (Available on same web page)

**Section 2 : [Purchase Order : Solvay_Purchase_Order_Processing_User_Guide \(Enterprise\)](#) (Available on same web page)

Invoicing User Guide



1. Access to the Platform

- Enterprise Account

2. Create An Invoice

- OnLine Invoice validation
- Invoicing Rules
- Create an Invoice From A PO
- Invoice creation TAB
- Control and Send the Invoice
- Invoice Archival

Access to the Platform

Enterprise Account

The owner of a Enterprise Account have the possibility to process to PO and to create an Invoice by accessing directly to the SAP Ariba Platform.

SAP Ariba Orders & Invoices Powered by Ariba Network [Help Center >>](#)

Supplier Login

User Name
Password
[Login](#)
[Having trouble logging in?](#)
[New to Ariba?](#)
[Register Now](#) or [Learn More](#)

Log in by entering your User name and Password

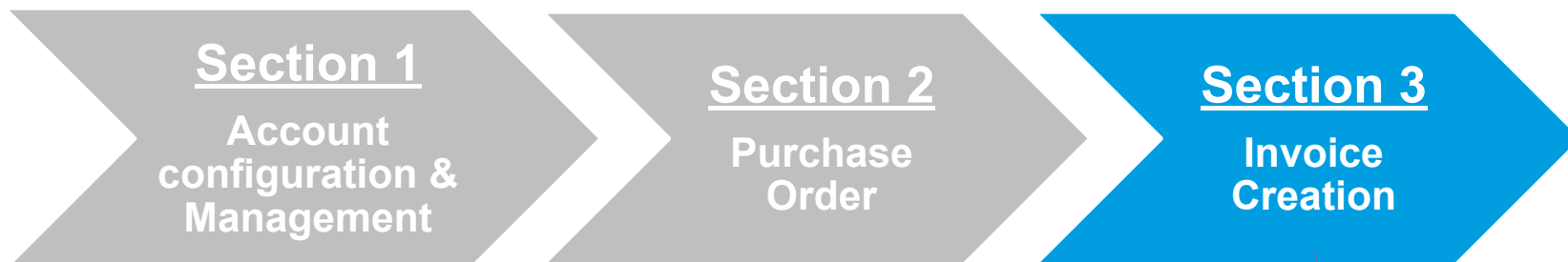
Paving a Path with Purpose

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

[Learn More](#)

Supported browsers and plugins

© 1996–2018 Ariba, Inc. All rights reserved. [SAP Ariba Privacy Statement](#) [Security Disclosure](#) [Terms of Use](#)



1. Access to the Platform

- Enterprise Account

2. Create An Invoice

- OnLine Invoice validation
- Invoicing Rules
- Create an Invoice From A PO
- Invoice creation TAB
- Control and Send the Invoice
- Invoice Archival

Create An Invoice

Online Invoice validation

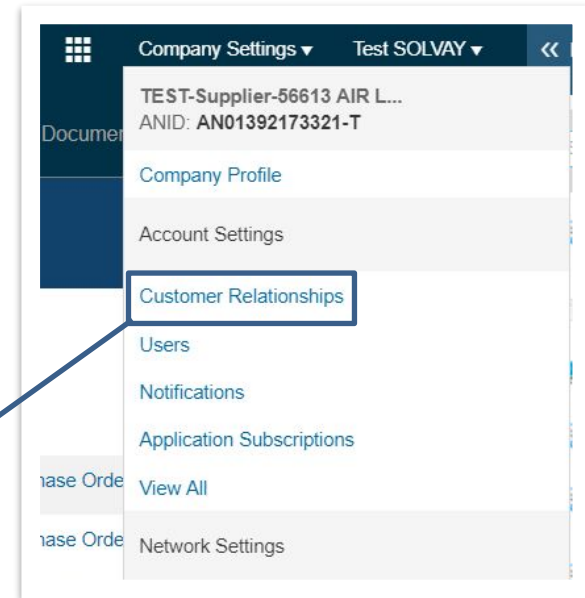
- SAP Ariba validates Invoices following rules configured by Solvay.
- SAP Ariba reject those which are not validated.

Invoices Validation is made On-line during the creation of the invoices. Notifications are displayed on the screen in case of mistake.

Those rules determine what are the elements you are able to enter when you create Invoices.

To see the Invoicing Rules :

- Click on the drop down menu « Company Settings » and in the « Account Settings » section, click on Customer Relationships.
- The list of the clients is displayed. Click on your Solvay Customer to see all the invoicing rules along with all the rules configured by Solvay (Partial Invoicing...)



Current	Customer	Relationship Type	Approved Date ↓	Routing Type
<input type="checkbox"/>	Solvay SA - TEST	Trading	16 Nov 2017	Default
↳	Reject			Actions ▾

Create an Invoice

Invoicing Rules

The customer detail Page :

It contains the following information :
 Company profile, network information,
 Company Contact information and all
 the configured rules concerning
 different topics like PO confirmation,
 invoices, ...

General Invoice Rules	
Allow suppliers to send invoices to this account.	Yes
Ignore country-based invoice rules.	No
Allow suppliers to send invoices with service information. ⓘ	Yes
Require line-item credit memo to reference another invoice.	Yes
Allow suppliers to send invoice attachments.	Yes
Your procurement application can download invoice attachments (MIME multipart messages).	Yes
Require suppliers to send invoice attachments. ⓘ	No

Country-Based Invoice Rules :

1. To display the Country-Based Invoice rules, click on the drop down menu shown here and choose the country.

2. You also have the opportunity to download the country-based rules by clicking on the link « Download Invoice Rules »

- Click on **Done** to exit the page.

Country-based Invoice Rules

Download Invoice Rules 2

Originating Country of Invoice: 1

General Invoice Rules	
Allow suppliers to send invoices to this account.	
Ignore country-based invoice rules.	
Allow suppliers to send invoices with service information. ⓘ	
Require line-item credit memo to reference another invoice.	
Allow suppliers to send invoice attachments.	
Your procurement application can download invoice attachments (MIME multipart messages).	
Require suppliers to send invoice attachments. ⓘ	

Belgium

All Other Countries
 Austria
 Belgium
 Brazil
 Canada
 Chile
 China
 Finland
 France
 Germany
 Hong Kong
 India

Create an Invoice

Create an Invoice based on a PO - Enterprise Account

- With a Enterprise Account, once you entered your User Name and Password, You will be directed immediately to the homepage of the SAP Ariba Network Platform.
- Click on the [Inbox](#) tab or on the [Create](#) Button and then click on Standard Invoice to access to the list of all the PO that you already received from your client.

The screenshot shows the SAP Ariba Network dashboard. At the top, there are navigation tabs: HOME, INBOX (highlighted with a red box), OUTBOX, CATALOGS, and REPORTS. To the right of these tabs is a 'Create' button (also highlighted with a red box). Below the navigation is a line chart titled 'Purchase Order by Volume' showing data from Nov 2017 to Oct 2018. The chart shows a significant drop in volume from Nov 2017 to Jan 2018, followed by a relatively stable period. Below the chart is a summary section titled 'Orders, Invoices and Payments' with various metrics: New Purchase Orders (0), Orders to Confirm (0), Orders to Ship (0), Orders that Need Attention (0), and Orders with Service Lines (0). There is also a 'More...' link. To the right of this section is a mobile app promotion and a 'Tasks' section.



Create an Invoice

Create an Invoice From A PO - Enterprise Account

- In the Inbox Tab you will find a list of all the POs that you received from your client.
- Two options are available :
 1. Click on the “Action” button on the end of the line of the PO that you want to process and then click on “Standard Invoice”.
 2. Click directly on a PO number to open the PO page. This is useful if you want to see the details figuring on the PO before to create the invoice.

Ariba Network

Company Settings Solvay SA Help Center

HOME INBOX OUTBOX CATALOGS REPORTS MESSAGES

Orders and Releases Time & Expense Sheets Early Payments Scheduled Payments Remittances Inquiries Notifications More...

Orders and Releases

Orders and Releases Items to Confirm Items to Ship

Search Filters

Orders and Releases (100+) Page 1

Type	Order Number	Ver	Customer	Contractor	Start Date	End Date	Amount	Date	Order Status	External Document Type	Settlement	Amount Invoiced	Revision	Actions
Order	4513102427	1	Solvay SA - TEST				237.00 EUR	6 Nov 2018	New		Invoice	0.00 EUR	Original	Actions
Order	4513102419	1	Solvay SA - TEST				158.00 EUR	6 Nov 2018	New		Invoice	0.00 EUR	Original	Actions
Order	4513102418	1	Solvay SA - TEST				158.00 EUR	6 Nov 2018	New		Invoice	0.00 EUR	Original	Actions
Order	4513102416	1	Solvay SA - TEST				395.00 EUR	6 Nov 2018	New		Invoice	0.00 EUR	Original	Actions
Order	4513102415	1	Solvay SA - TEST				158.00 EUR	6 Nov 2018	New		Invoice	0.00 EUR	Original	Actions
Order	4513102411	1	Solvay SA - TEST				200.00 EUR	6 Nov 2018	New		Invoice	0.00 EUR	Original	Actions
Order	4513102412	1	Solvay SA - TEST				79.00 EUR	6 Nov 2018	New		Invoice	0.00 EUR	Original	Actions
Order	4513102405	1	Solvay SA - TEST				395.00 EUR	6 Nov 2018	New		Invoice	0.00 EUR	Original	Actions
Order	4513102404	1	Solvay SA - TEST				100.00 EUR	6 Nov 2018	New		Invoice	0.00 EUR	Original	Actions
Order	4513102403	1	Solvay SA - TEST				158.00 EUR	6 Nov 2018	New		Invoice	0.00 EUR	Original	Actions
Order	4513102400	2	Solvay SA - TEST				100.00 EUR	6 Nov 2018	New		Invoice	0.00 EUR	Original	Actions

Create an Invoice

Create an Invoice From A PO

To create your invoice, click on the Create Invoice Button > Standard Invoice.

The screenshot displays the Ariba Network interface for a Purchase Order (PO) with ID 4503125805. The top navigation bar includes the Ariba Network logo, a 'Test Mode' indicator, and links for 'Upgrade from light account', 'Learn More', 'Company Settings', 'Test SOLVAY', and 'Help Center'. Below the navigation bar, the PO number is displayed along with a 'Done' button. A toolbar contains several actions: 'Create Order Confirmation', 'Create Ship Notice', 'Create Invoice', 'Print', 'Download PDF', 'Download CSV', and 'Resend'. The 'Create Invoice' button is highlighted with a blue box, and a blue arrow points from the text above to it. A large blue arrow points from the 'Create Invoice' button to a dropdown menu that is open, showing three options: 'Standard Invoice', 'Line-Item Credit Memo', and 'Line-Item Debit Memo'. The main content area shows the order details, including the Solvay logo, 'From' and 'To' information, and 'Purchase Order (Confirmed)' details. The 'From' information is for Rhodia Opérations, and the 'To' information is for TEST-Supplier-56613 AIR LIQUIDE. The 'Purchase Order' details include the PO number 4503125805, an amount of 511.60 EUR, and version 1. The 'Contact Information' section provides the supplier address for AIR LIQUIDE.

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

Purchase Order: 4503125805 Done

Create Order Confirmation Create Ship Notice **Create Invoice**

Order Detail | Order History

SOLVAY
asking more from chemistry®

From:
Rhodia Opérations
25 RUE DE CLICHY
75009 PARIS
France
Phone: +33 (1) 3315356500
Fax: +33 (1) 3315356535

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

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

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

Contact Information
Supplier Address
AIR LIQUIDE
75 QUAI D'ORSAY
75321 PARIS CEDEX
75
France
Email:
murielle.robert@solvay.com
Phone: +33 (1) 0140625555
Fax: +33 (1) 0140625526
Address ID: 56613

Create Invoice

- Standard Invoice
- Line-Item Credit Memo
- Line-Item Debit Memo

Create an Invoice

Invoice Creation TAB

▼ Invoice Header

Summary

Purchase Order: 4503125805

Invoice #:* <input style="width: 90%;" type="text"/>	Subtotal: 511.60 EUR
Invoice Date:* 6 Nov 2018	Total Tax: 0.00 EUR
Service Description: <input style="width: 95%;" type="text"/>	Total Amount without Tax: 511.60 EUR
Remit To: TEST-Supplier-56613 AIR LIQUIDE Paris France	Amount Due: 511.60 EUR
Bill To: Rhodia Opérations PARIS France	

Summary :

The mandatory fields are indicated with a “*”

- **Invoice # :** Unique identification number of the invoice. Good practice would advice to give a name with a reference to the PO number. For example, a “INV” (for Invoice) or “INV_CONF (For Invoice_Confirmation) placed before the PO number would bound the invoice to the confirmation number and therefore, the concerned PO.
- **Invoice Date :** the today date will be entered as the default date but you can choose to give another date if it’s necessary. Note that 8 Days before the current date is the maximum ante-dating possibility.

Create an Invoice

Invoice Creation TAB

Shipping

Header level shipping ⓘ Line level shipping ⓘ

Ship From: **TEST-Supplier-56613 AIR LIQUIDE**
Paris
France

Ship To: **RHODIA OPERATIONS**
COLLONGES AU MONT D'OR
69
France
Deliver To: N.DUCHER
Building bât 4A;Floor 4e étage;Room 444

Information related to shipping :

- **Ship from** : Address from which goods are sent. This information is configured in the Company Settings.
- **Ship to** : Name and address of the Solvay's entity where the goods/services are delivered to.
- **Deliver To** : Person of department to who/which the goods are to be delivered or for Who/which the service has to be performed.

Create an Invoice

Invoice Creation TAB

Additional Fields

Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Service Start Date:

Service End Date:

Supplier: **TEST-Supplier-56613 AIR LIQUIDE**
VILLE
France

Customer: **Rhodia Opérations**
PARIS
France

Email:

Bill From: **TEST-Supplier-56613 AIR LIQUIDE**
VILLE
France

Tax paid through a Tax Representative

Additional Fields :

- **Supplier** : Name and address of the company which create the invoice.
- **Customer** : Name, address, e-mail and Physical address of the company which has order the goods or services.

Create an Invoice

Invoice Creation TAB

Supplier VAT 1	Customer VAT 2
Supplier VAT/Tax ID:* <input type="text" value="FR81552096281"/>	Customer VAT/Tax ID:* <input type="text"/>
Supplier Commercial* Identifier: <input type="text" value="RCS Paris 314 119 504"/>	Supplier Legal Form:* <input type="text" value="SARL"/>
Supplier Commercial Credentials: <input type="text" value="Conditions règlement / Mode de paiement : 45j fin de mois /Date de facture / Chèque"/>	Supplier Company* Capital: <input type="text" value="72,265,600.00 EUR"/>
deliveryNoteNumber: <input type="text"/>	

1. Supplier VAT :

Supplier VAT Information comes from the company profile. If not, enter this information when creating the invoice.

- **Supplier commercial Identifier** : Supplier registration number in the national trade register and city in which the supplier is registered.
- **Supplier Legal Form** : Type of management entity or legal status (such as Inc., SARL,...) of the Supplier.
- **Capital of the supplier company**: Amount of the share capital or nominal value of the supplier.

2. Customer VAT :

Customer VAT/Tax ID: TVA ID of Solvay client

Create an Invoice

Invoice Creation TAB

Line Items 3 Line Items, 3 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 20% VAT 3 Shipping Documents Special Handling Discount Add to Included Lines

1	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
	10	2	MATERIAL		description line 1		4	EA	11.51 EUR	115.10 EUR

Pricing Details
Unit Conversion: 1 Price Unit: EA Description: Price Unit Quantity: 1.0

Tax

Line Items :

1. Flag the box in front of the line to apply modifications if needed.
2. If the cursor is green = include on invoice. If it's grey = Exclude from the invoice.
3. Flag Select the Tax Type and choose the Tax Type
4. If needed, update the quantity of each line item that you want to include in the invoice.

Taxes

20% VAT

Standard Tax Selections

Sales

VAT

GST

HST

PST

QST

Usage

Withholding Tax

Other Tax

Configure Tax Menu

Create an Invoice

Invoice Creation TAB

Tax	
1	Category: * 0% VAT / Taux à 0%
	Location: <input type="text"/>
	Description: Taux à 0%
	Regime: <input type="text"/>
	Date Of Pre-Payment: <input type="text"/>
	Law Reference: <input type="text"/>
2	Taxable Amount: 48.42 EUR
3	Rate(%): 0
4	Tax Amount: 0.00 EUR
	Exempt Detail: (no value) v
5	Date Of Supply: * 16 Nov 2018
	<input type="checkbox"/> Triangular Transaction

Taxes information :

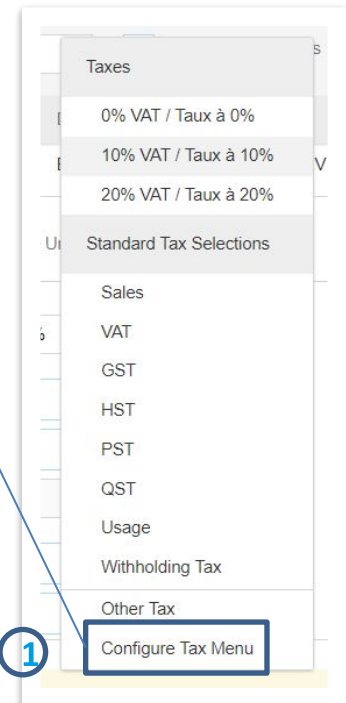
1. Category : Select one category in the drop down menu. (see next slide)
2. Taxable Amount : Line Amount
3. The field rate (%) is mandatory for all selected tax category. Do not enter the character « % ».
4. Tax Amount : Calculated Taxes.
5. Date of supply : Date of the service realisation or the product delivery (can be different from the invoice date). The default value is the invoice date.

Create an Invoice

Invoice Creation TAB

Tax Menu Configuration :

1. You can enter type and tax rates you use the most. This way, you will find them easily for future invoice.
2. On page Configure tax, click on Create.
3. Select a value for the field Category of tax.
4. Define the rate of tax that you use the most frequently in your invoice.
5. Enter a little description for this tax (not mandatory).
6. Click on create to add other type and tax rates to your saved list.
7. Click OK when you are done adding taxes to your list.



Configure Tax

	* Tax Category	* Rate	Tax Description
<input type="radio"/>	VAT (3)	0 % (4)	Taux à 0% (5)
<input type="radio"/>	VAT	10 %	Taux à 10%
<input type="radio"/>	VAT	20 %	Taux à 20%

| (2) (6)

(7)

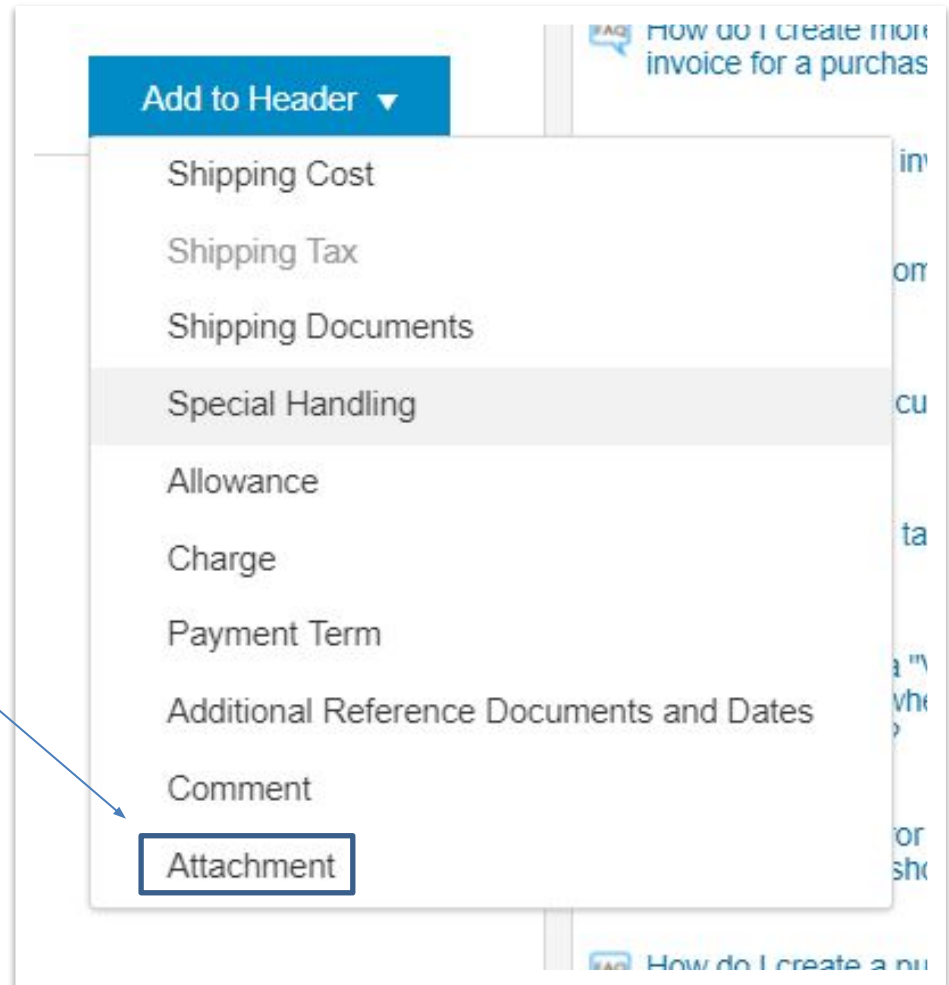
Create an Invoice

Invoice Creation TAB

Attachment :

An attachment Can be added to the header of the Invoice.

The attachment can not exceed 10Mb.



Create an Invoice

Control and Send the Invoice

Before the submission of the invoice to the Solvay accounting System, you have to check the accuracy of the Data that you entered.

- Once you completed the fill of the data of your invoice, click on **next** (1) to access the summary of your invoice.
- Click on **Update** (2) : You will check the invoice accuracy regarding to the pre-configured invoicing rules.
- Scroll down to display the details of line items, the amounts and all the information of the invoice (see below and [next page](#)).

Standard Invoice

Invoice Number : INV 4201280213 Invoice Date : Friday 16 Nov 2018 11:03 AM GMT+01:00 Original Purchase Order : 4201280213	Subtotal : 48.42 EUR Total Tax : 9.68 EUR Total Amount without Tax : 48.42 EUR Amount Due : 58.10 EUR	
---	--	--

REMIT TO: TEST-Supplier-51272 RS COMPONENTS Postal Address: Solvay SA - TEST - Supplier Rue d'Anba 7830 Sily Belgium Remit To ID: SolvayTestSeller	BILL TO: SOLVAY OPERATIONS FRANCE Postal Address: (SOLVAY OPERATIONS FRANCE S.A.S.): 2 RUE GABRIEL PERI 54110 DOMBASLE-SUR-MEURTHE 54 France Address ID: 10154196 Phone : +33 () 03 83185454 Fax : +33 () 03 83185445	SUPPLIER: TEST-Supplier-51272 RS COMPONENTS Postal Address: Rue de Prince Albert 33 b 1050 Brussels 1000-1299 Brussels Belgium Legal Form: SAS Company Capital: 1,245,849.00 EUR	
BILL FROM: TEST-Supplier-51272 RS COMPONENTS Postal Address: Rue de Prince Albert 33 b 1050 Brussels 1000-1299 Brussels Belgium	CUSTOMER: SOLVAY OPERATIONS FRANCE Postal Address: 2 RUE GABRIEL PERI 54110 DOMBASLE-SUR-MEURTHE 54 France Address ID: 10154196		

2.

Update

Save

Exit

1.

Next



Create an Invoice

Control and Send the Invoice

ADDITIONAL INFORMATION:

Payment Method: Wire
Supplier Commercial Identifier: RCS9999
Supplier VAT/Tax ID: FR68334534039
Customer VAT/Tax ID: FR05414574053

Original Purchase Order: 4201280213

Line No.	Line Ref No.	Type	Part No. / Description	Qty / Unit	Unit Price	Sub Total
1	10	MATERIAL	6142481 Batterie au plomb Yuasa 17Ah, 12V	1 / (EA) ⓘ	48.42 EUR	48.42 EUR

DETAILS

Auxiliary Part ID:
Manufacturer Part No.:
Manufacturer Name:
Country of Origin:
Classification Domain: not available
Classification code: CONSOMMABLES ELECT
Additional Information:

Tax Details:

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail
VAT	20%		48.42 EUR	9.68 EUR		Taux à 20%		

Date of Supply: Friday 16 Nov 2018 12:00 AM GMT+01:00

Subtotal: 48.42 EUR
Tax: 9.68 EUR

Create an Invoice

Control and Send the Invoice

- If there is no modification needed, click on Submit to send the Invoice.
- The “Save” option allows the supplier to keep a draft version of the Invoice in your sent box of your mailbox for 7 days but not longer.

Tax Summary

Tax Details:

Tax Category	Tax Rate	Tax Rate Type	Taxable Amount	Tax Amount	Tax Location	Description	Tax Regime	Exempt Detail
VAT	20%		48.42 EUR	9.68 EUR		Taux à 20%		

Date of Supply: Friday 16 Nov 2018 12:00 AM GMT+01:00

Invoice Summary

Subtotal: **48.42 EUR**
Total Tax: 9.68 EUR
Total Amount without Tax: 48.42 EUR
Amount Due: 58.10 EUR

Previous

Save

Submit

Exit

Create an Invoice

Invoice Follow Up


You can access your invoices in the following ways :

- In an Invoice Status notification EMail, click on the Invoice link and connect to SAP Ariba Network Account to display the Invoice.
- In an Invoice Confirmation Notification EMail, click on the status link and connect to your account.
- When you open a PO that you already Processed and for which you already created an Invoice, you can click on the Invoice number in the “Related Documents” Section just below the header section.

Purchase Order: 4201280204 Done

[Create Order Confirmation](#) | [Create Ship Notice](#) | [Create Invoice](#) | [Hide](#) | [Print](#) | [Download PDF](#) | [Export cXML](#) | [Download CSV](#) | [Resend](#)

[Order Detail](#) | [Order History](#)



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

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

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

Purchase Order
(Invoiced)
4201280204
Amount: 48.42 EUR
Version: 1

Comments
Informations légales société :
S.A.S. Capital 9.166.590 EUR RCS PARIS 414 574 053
=====

Routing Status: Acknowledged
Related Documents: [Inv_4201280204](#)

Create an Invoice

Invoice Follow Up

Invoice Status (outbox) :

- **Sent** : Solvay has received the Invoice but has not yet approved or rejected it.
- **Cancelled** : the Invoice has been cancelled by the supplier.
- **Rejected** : Solvay manually rejected the Invoice or it was not validated when loaded in the Solvay's Inbox.
- **Failed** : the invoice has not been uploaded in the Solvay's inbox. In this case, it is the responsibility of the supplier to check if the Invoice has been correctly sent to Solvay A.N. Account.
- **Paid**: Solvay has paid the invoice or the payment is in progress.

Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Contractor	Start Date	End Date	Date ↓	Amount	Routing Status ⓘ	Invoice Status ⓘ
Solvay SA - TEST	4503285578	Online	Supplier	No	Order				15 Nov 2018	103.93 EUR	Acknowledged	Sent
Solvay SA - TEST	4503285550	Online	Supplier	No	Order				14 Nov 2018	-22.34 EUR	Acknowledged	Sent
Solvay SA - TEST	4513102499	Online	Supplier	No	Order				14 Nov 2018	-572.89 EUR	Acknowledged	Sent
Solvay SA - TEST	4513102499	Online	Supplier	No	Order				14 Nov 2018	572.89 EUR	Acknowledged	Sent

Create an Invoice

Invoice Follow Up

From the Invoice page :

1. Click on the History tab to view the status and history details of the invoice.
2. The history and comments on the Status of the invoice are displayed. Transaction History can be used to identify issues that have resulted in failed or rejected transaction.
3. When you have finished reviewing the history, click Done.

Invoice: Inv_4503285578

Create Line-Item Credit Memo Copy This Invoice Add Attachment Print Download PDF Export cXML

Detail Scheduled Payments **History**

Standard Invoice

1

2

Status	Comments	Changed By	Date and Time
	The invoice was successfully received.	TEST-Supplier-51272 RS COMPONENTS	15 Nov 2018 10:05:38 AM
	This document has been digitally signed.	LegalizationDispatcher-128562059	15 Nov 2018 10:05:41 AM
	This document has been digitally verified.	LegalizationDispatcher-128562059	15 Nov 2018 10:05:43 AM
	Comments from Solvay SA - TEST: Le document a été placé dans la file d'attente de téléchargement.	PropogationProcessor-128485070	15 Nov 2018 10:05:49 AM
Sent		Supplier	15 Nov 2018 10:05:49 AM
	Comments from Solvay SA - TEST:	PropogationProcessor-128528071	15 Nov 2018 10:12:55 AM
Acknowledged		Supplier	15 Nov 2018 10:12:55 AM
	The invoice status has been successfully updated to Processing by Solvay SA - TEST.	PropogationProcessor-128490062	15 Nov 2018 10:13:40 AM

3 Done

Create an Invoice

Invoice Follow Up

From the homepage :

Orders, Invoices and Payments All Customers ▾ Last 14 days ▾

25 New Purchase Orders
25 Orders to Confirm
0 Orders that Need Attention
34 Orders to Invoice
More...

Order Number	Customer	Status
4201280213	Solvay SA - TEST	New
4503285579	Solvay SA - TEST	New

0 New Early Payment Offers	13 Invoices Pending Payment	0 Invoices Rejected	11 Invoices Pending Approval
0 Payments that Need Attention	0 Payments Received	0 Pinned Documents	34 Orders to Invoice
30 Orders to Ship	4 Orders with Service Lines	0 Service Entry Sheets	

Manage Default Tiles

279.02 EUR 8 Nov 2018 0.00 EUR Select ▾

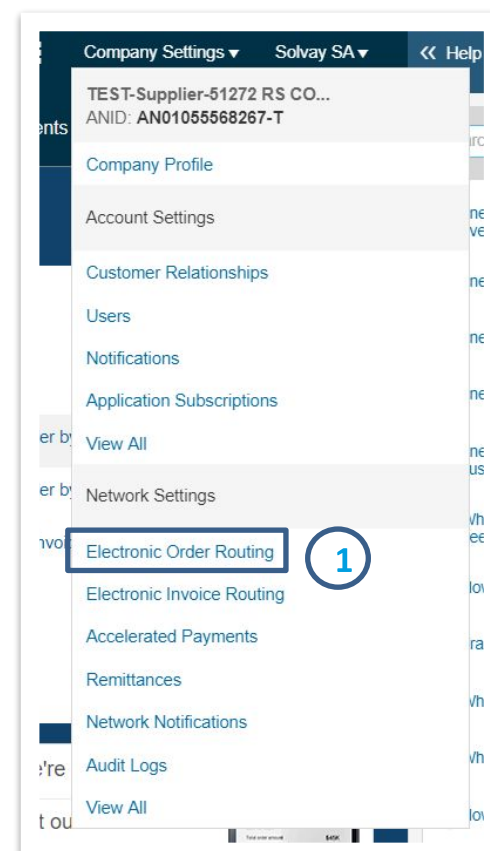
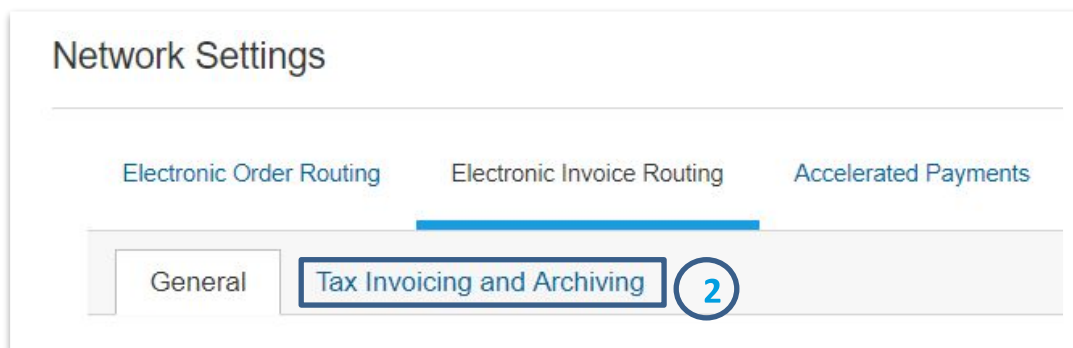
Create an Invoice

Invoice Archiving (Enterprise Account)

Ariba Network can save invoices in zip format (twice a day, daily, every week, every two weeks or every month) and store them for three months.

To configure Invoice Archiving :

1. In the Company Settings drop down Menu click on Electronic Invoice Routing
2. In the Network Setting Page Click on The “Tax Invoicing and Archiving” Tab
3. Click on Configure



Invoice Archival

Ariba Network can archive your invoices in zip format. The zip files are not included in the Data Retention service and are deleted after three months. Specify how often you want Ariba Network to archive your invoices. Based on the option you have selected, Ariba Network automatically waits for a 30-day period to collect all the corresponding invoice details before it can start archiving your invoices. If you do not want Ariba Network to wait for a 30-day period, then additionally select the Archive Immediately check box. You can download archived invoices from the Outbox > Archived Invoices page.



Create an Invoice

Invoice Archiving (Enterprise Account)

Invoice Archival configuration Tab

Invoice Archival

[Save](#) [Close](#)

Ariba Network can archive your invoices in zip format. The zip files are not included in the Data Retention service and are deleted after three months. Specify how often you want Ariba Network to archive your invoices. Based on the option you have selected, Ariba Network automatically waits for a 30-day period to collect all the corresponding invoice details before it can start archiving your invoices. If you do not want Ariba Network to wait for a 30-day period, then additionally select the Archive Immediately check box. You can download archived invoices from the Outbox > Archived Invoices page.

Twice Daily
 Daily
 Weekly
 Every Two Weeks
 Monthly

Archiving Start Time: 0 AM : Europe/Paris ⓘ

Archive Immediately

[Start](#)

Send archived invoice files to the pending queue for download.
 Send archived invoice files to the Archive Delivery URL.

Archive Delivery URL:

[Save Delivery Option](#)

[Save](#) [Close](#)

- Configure the Invoice archival following your preferences
- Click “save” when it’s done.



Create an Invoice

Invoice Archiving (Enterprise Account)

Ariba Network offers a long-term archiving service solution for tax invoices.

Buyers and suppliers from countries that do not have their own archiving process can take advantage of the Ariba Network electronic archiving process for their tax invoices.

Ariba Network works with external archiving service providers to facilitate electronic archival of tax invoices and allow tax authorities to retrieve archived documents during a tax audit.

In addition, users can download archived tax invoices from the Archive page on Ariba Network.

Long-Term Document Archiving

Enabling Long-term archiving of invoices allows you to archive tax invoices for the time span required by the tax authorities in your country. Ariba Network collaborates with accredited archive providers to support country-specific archiving timeframes. You can view and download the archived invoices from the Document Archive > Archived Documents page for auditing purposes.

Enable long-term invoice archiving. See the terms and policies for the optional document archiving service. To view the list of countries supported for long-term archiving, click view countries.



Contact – Help - Links

Useful Links

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

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

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

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

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

→ Information concerning update, new versions and new functionalities.



Contact - Help

Email Address

Please address all your questions to the Following Email Address:

Ariba.Support@Solvay.com



Thank You

Driving Services Excellence



www.solvay.com



SOLVAY

asking more from chemistry®