Solvay User Guide

SAP Ariba INVOICE Processing

(Enterprise Account)

May the 17th 2019

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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.

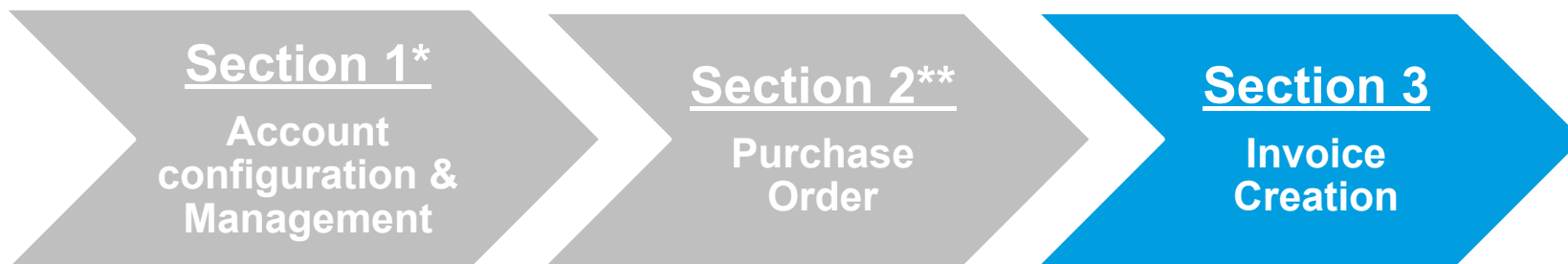- Click on the Hyperlink available on the different screens.

🏠	**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**

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SAP Ariba User Guide

Section 1*
Account configuration & Management

Section 2**
Purchase Order
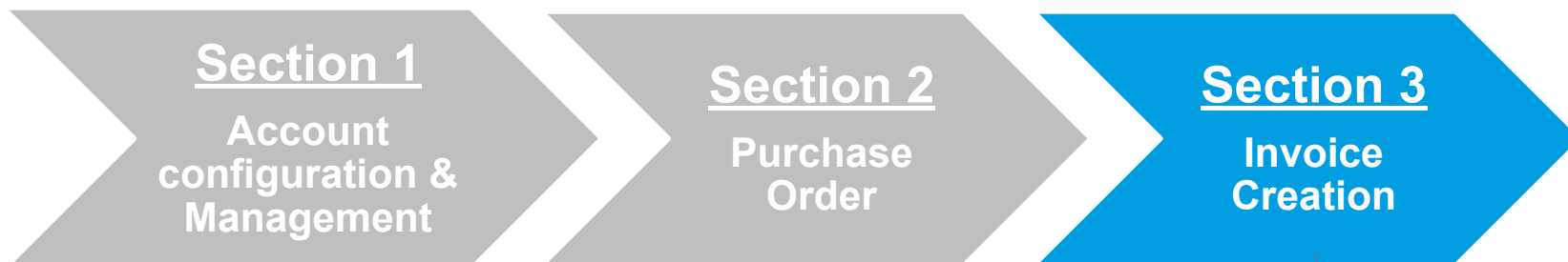
Section 3
Invoice Creation

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

*Section 1 : 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)

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Invoicing User Guide

Section 1
Account configuration & Management

Section 2
Purchase Order

Section 3
Invoice Creation

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
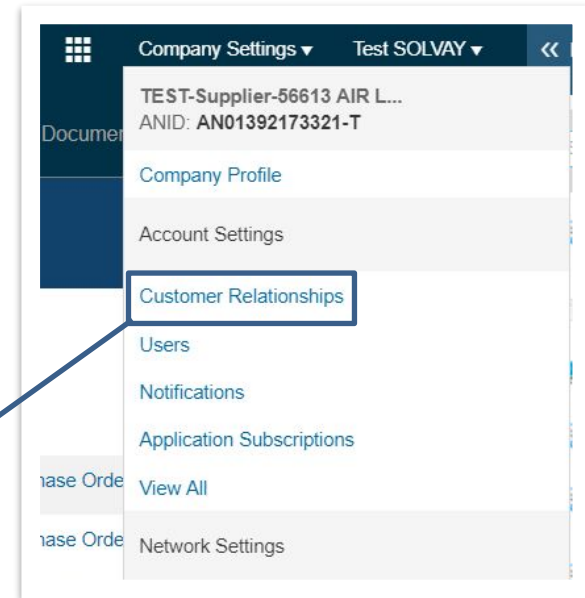- Invoice Archival

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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.

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Invoicing User Guide

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

1. Access to the Platform

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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...)

▦	Company Settings ▼	Test SOLVAY ▼	«
	TEST-Supplier-56613 AIR L... ANID: **AN01392173321-T**		
Documen	Company Profile		
	Account Settings		
	Customer Relationships		
	Users		
	Notifications		
	Application Subscriptions		
nase Orde	View All		
nase Orde	Network Settings		

Current

	Customer	Relationship Type		Approved Date ↓	Routing Type	
☐	Solvay SA - TEST	Trading	🌐 Supplier Information Portal	16 Nov 2017	Default	Actions ▼
↳	Reject					

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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, …

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.

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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.

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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.

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Create an Invoice

Create an Invoice From A PO

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

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Create an Invoice

Invoice Creation TAB

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.

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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.

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Create an Invoice

Invoice Creation TAB

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.

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Create an Invoice

Invoice Creation TAB

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

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Create an Invoice

Invoice Creation TAB

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.

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Create an Invoice

Invoice Creation TAB

Taxes information :

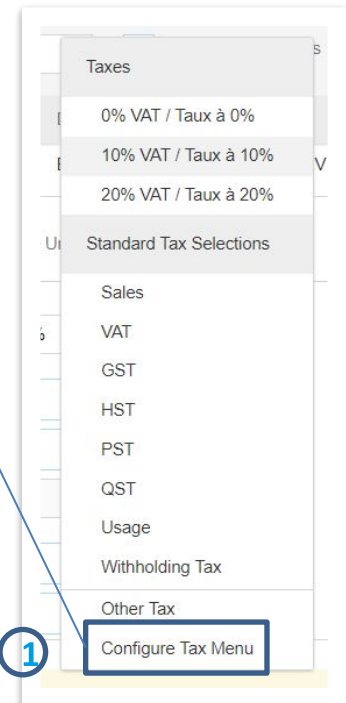1. Category : Select one category in the drop down menu. (see next slide)

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.

Taxes

0% VAT / Taux à 0%
10% VAT / Taux à 10%
20% VAT / Taux à 20%

Standard Tax Selections

Sales
VAT
GST
HST
PST
QST
Usage
Withholding Tax
Other Tax
(1) Configure Tax Menu

Configure Tax   [OK] [Cancel]

	* Tax Category		* Rate		Tax Description
○	VAT ⌄ **(3)**		0 **(4)**	%	Taux à 0% **(5)**
○	VAT ⌄		10	%	Taux à 10%
○	VAT ⌄		20	%	Taux à 20%

↳ [Delete] | [Create] **(2)** **(6)**

(7) [OK] [Cancel]

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Create an Invoice

Invoice Creation TAB

Attachment :

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

The attachment can not exceed 10Mb.

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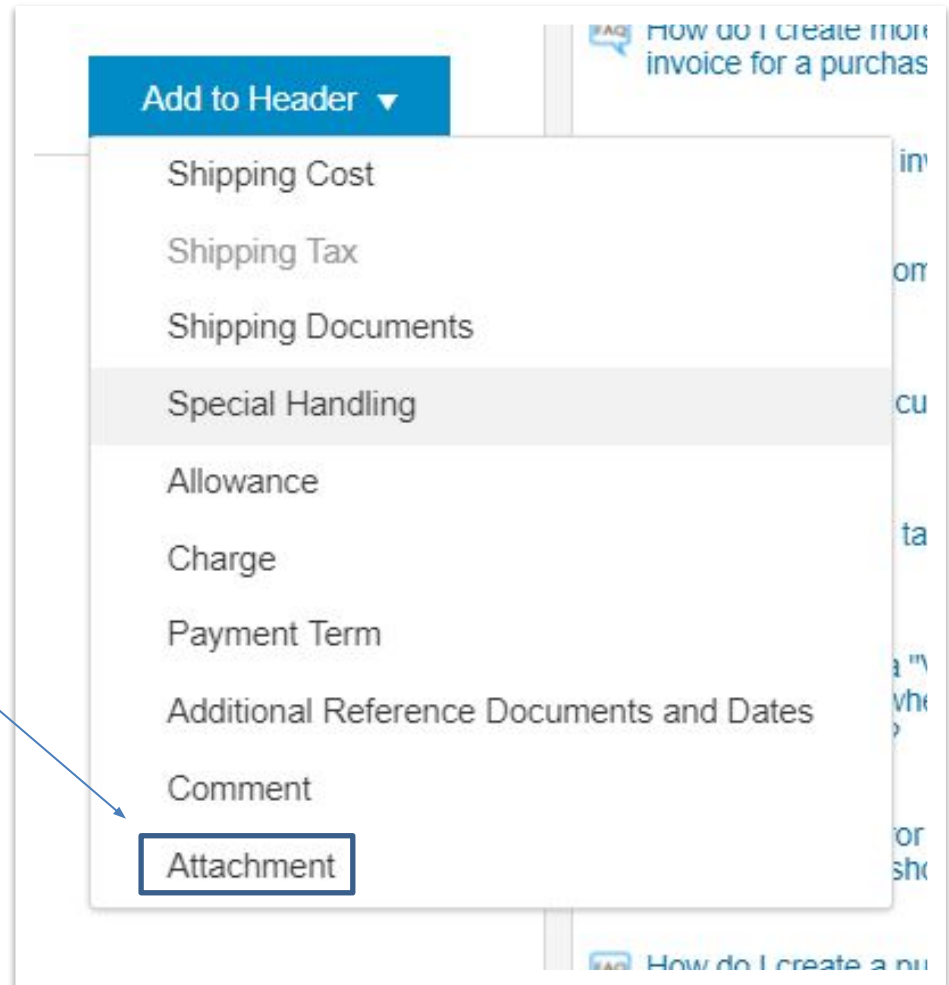
Create an Invoice

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).

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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

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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

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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.

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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

Page 1

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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.

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Create an Invoice

Invoice Follow Up

From the homepage :

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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
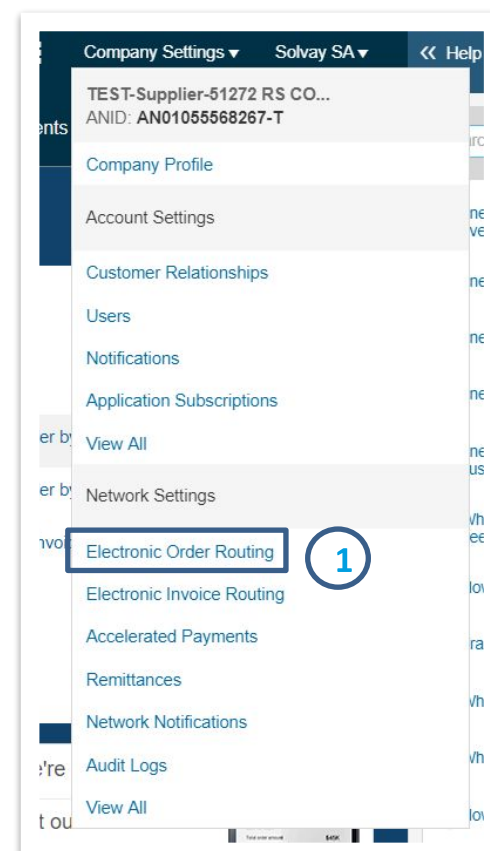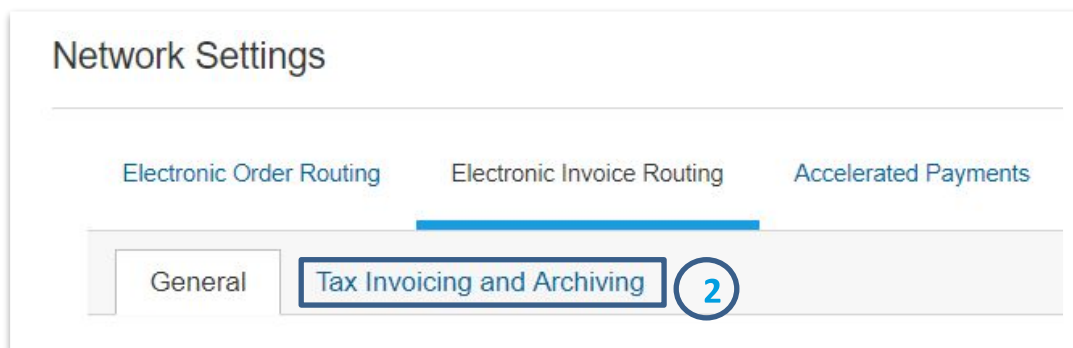
Invoice Archival

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.

Configure Invoice Archival ③

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Create an Invoice

Invoice Archiving (Enterprise Account)

Invoice Archival configuration Tab

- Configure the Invoice archival following you 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.

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Contact – Help - Links

Useful Links

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

Statistic Ariba Cloud : **http://trust.ariba.com**

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

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

Notifications Ariba Network : **http://netstat.ariba.com**

   → Information concerning update, new versions and new functionalities.

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Contact - Help

Email Address

Please address all your questions to the Following Email Address:

Ariba.Support@Solvay.com

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Thank You

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