

# Invoice Guide Job Aid

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# Dutch



# Ariba Netwerk Factureringsgids voor leveranciers LyondellBasell werkinstructies

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**Herzien:** Augustus 2024

**Eigenaar:** LyondellBasell Source-to-Pay Team



## Doel

Het doel van deze functiehulp is een stapsgewijze handleiding te geven voor het indienen en beheren van facturen in het Ariba Network.



## Doelgroep

Deze functiehulp is voor de volgende functies:

- **Leveranciers van het LyondellBasell Ariba Network**

## Inhoudsopgave

Navigeer door de functiehulp door de juiste sectie te selecteren:

- **Factuurproces - Factuurregels**
- **Methoden voor het indienen van facturen - PO Flip (materialen)**
- **Methoden voor het indienen van facturen - PO Flip (diensten)**
- **Methoden voor indienen factuur - Credit Memo (itemniveau)**
- **Methoden voor het indienen van facturen - Facturen kopiëren**
- **Factuurbeheer - Factuur zoeken**
- **Factuurbeheer - Factuurstatus controleren**
- **Factuurbeheer - Betalingsstatus controleren**
- **Factuurbeheer - Factuurgeschiedenis**
- **Factuurbeheer - Factuurrapporten**
- **Factuurbeheer - Factuurarchivering**



## Referenties

U kunt hier aanvullende informatie bekijken:

- **LyondellBasell website voor leveranciers**





## Procure-to-Pay-proces: Goederenontvangst

1

Ontvangstbevestiging

2

Orderbevestiging

3

Geavanceerde verzendingsmelding

4

Goederenontvangst  
(alleen materialen)

5

Factuur



### Bestelling ontvangen

Elke bestelling moet worden ontvangen om deze te kunnen factureren.



### Ontvangst verwerking

De standaard verwerkingstijd voor goederenontvangst van LyondellBasell is **2-3 dagen**.

Na de boeking van de goederenontvangst wordt de status **Ontvangen** automatisch verzonden naar het Ariba Network, zodat de leverancier weet dat deze klaar is om te factureren.



### Vragen over goederenontvangst

Vragen over goederenontvangst moeten worden gestuurd naar PO Technical Support, waarvan het e-mailadres is vermeld op de inkooporder.



## Proces van inkoop tot betaling: Facturatie

1

Ontvangstbevestiging

2

Orderbevestiging

3

Geavanceerde verzendingsmelding

4

Goederenontvangst  
(alleen materialen)

5

Factuur

### Ondersteund op het Ariba Network

- ✓ **Eénmalige en massafacturen indienen via het Ariba Network**
- ✓ **Verbeterde zichtbaarheid voor leveranciers**
  - Factuurstatussen
  - Geschiedenis
  - Rapportage
- ✓ **Ingebouwde seriële regels voorafgaand aan Facturering:**
  - Ontvangstbevestiging
  - Orderbevestiging
  - Geavanceerde verzendberichten
  - Goederenontvangst
- ✓ **Order aantal en prijs moeten overeenkomen**
- ✓ **Orders voor materiaal, reparaties en onderhoud**
- ✓ **Deelfacturen**
- ✓ **Verzending/BTW in factuurkop**
- ✓ **Kredietnota's**
- ✓ **Backdating**



## Proces van inkoop tot betaling: Facturatie

1

Ontvangstbevestiging

2

Orderbevestiging

3

Geavanceerde verzendingsmelding

4

Goederenontvangst  
(alleen materialen)

5

Factuur



### Niet ondersteund op het Ariba Network

- ✗ Papieren facturen**  
LyondellBasell vereist dat facturen elektronisch worden ingediend via het Ariba Network; LyondellBasell accepteert geen papieren facturen.
- ✗ Non-PO-facturen, overzichts- of geconsolideerde facturen**  
Factuur op meerdere inkooporders indienen.
- Facturatie voor inkoopkaarten (P-Cards)**  
**✗** Een factuur voor een bestelling geplaatst met een kredietkaart.
- Dubbele facturen**  
**✗** Voor elke factuur moet een nieuw en uniek factuurnummer worden opgegeven; LyondellBasell weigert dubbele factuurnummers tenzij een gecorrigeerde factuur die eerder een status 'Mislukt' had op Ariba Network, kan opnieuw worden ingediend.
- Extra items**  
**✗** Kan geen extra regelitems toevoegen aan een factuur.



## Factuurproces - Factuurregels

De volgende stappen zijn voor **Leveranciers van LyondellBasell**





## Factuurproces - Factuurregels

1

Voer uw **gebruikersnaam** en **wachtwoord** in op de inlogpagina van [het Ariba Network](#) en klik op de knop **Aanmelden**.

SAP Business Network

Supplier Login

User Name

Password

1 Login

[Forgot Username or Password](#)

New to SAP Business Network?  
[Register Now](#) or [Learn More](#)

2

De startpagina van het Ariba Network wordt weergegeven. Selecteer het **Profiel-pictogram** > **Instellingen** > **Klantrelaties** om de pagina Accountinstellingen weer te geven.

SAP Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs Reports Assessments

Orders and Releases All customers Exact match Order number

Overview Getting started

203 New orders Last 31 days

892 Orders Last 31 days

160 Orders to invoice Last 31 days

232 Invoices Last 31 days

38 Items to confirm Last 31 days

My widgets All customers Customize

Purchase orders Last 3 months Invoice aging Activity feed All

Account Settings

Customer Relationships

Notifications

Account Registration

Network Settings

Electronic Order Routing Settings

Electronic Invoice Routing

Accelerated Payments

Bradley Lapp  
LYB1@lyb.com  
My Account  
Link User IDs  
Contact Administrator  
LYB test 1 2020 - TEST  
ANID: AN01496751624-T  
Premium Package  
Company Profile  
Marketing Profile  
Logout



## Factuurproces - Factuurregels

3

De pagina Accountinstellingen verschijnt met een lijst van uw klanten. Selecteer **LyondellBasell**.

Account Settings

Customer Relationships | Notifications | Account Registration | API management

Current Relationships | Potential Relationships

I prefer to receive relationship requests as follows:

Automatically accept all relationship requests  Manually review all relationship requests

Update

Current (2) | Pending (0) | Rejected (0)

Current Customers

Filter

Customers

Enter customer name or Network ID +

Apply | Reset

| Customer                                                               | Network ID      | Relationship Type | Approved Date | Collaboration Type |
|------------------------------------------------------------------------|-----------------|-------------------|---------------|--------------------|
| <input checked="" type="checkbox"/> Lyondell Chemical Company - TEST   | AN01023408720-T | Trading           | 3 Mar 2020    | Fulfillment        |
| <input type="checkbox"/> Lyondell Chemical Company Supplementat - TEST | AN01471108502-T | Trading           | 27 Jan 2023   | Fulfillment        |

Reject

4

De pagina **Klantgegevens** verschijnt. Scroll naar beneden om de **Algemene factuurregels** weer te geven.

4

General Invoice Rules

|                                                                                          |     |
|------------------------------------------------------------------------------------------|-----|
| Allow suppliers to send invoices to this account.                                        | Yes |
| Allow suppliers to send invoices with service information.                               | No  |
| 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  |
| Require suppliers to send credit memo attachments.                                       | No  |
| Ignore country-based invoice rules.                                                      | No  |
| Allow suppliers to send non-PO invoices.                                                 | No  |
| Allow suppliers to send invoices with a contract reference.                              | No  |
| Require suppliers to create an order confirmation for the PO before creating an invoice. | Yes |
| Require suppliers to create invoice with line item quantity greater than zero.           | Yes |
| Require suppliers to create invoice with line item price greater than zero.              | Yes |
| Require suppliers to create a ship notice for the PO before creating an invoice.         | No  |
| Allow suppliers to send invoices if a PCard or credit card was included in the order.    | No  |
| Allow suppliers to send header level credit memos.                                       | No  |
| Allow suppliers to send line-item credit memo with quantity adjustment.                  | No  |
| Allow suppliers to send line-item credit memo with price adjustment.                     | No  |
| Allow suppliers to send line-item debit memo with price adjustment.                      | No  |
| Allow suppliers to create debit memos where the line-item price is zero.                 | No  |
| Allow suppliers to create credit memos where the line-item quantity is zero.             | Yes |
| Allow suppliers to create line item credit memo that exceed the invoiced amount.         | Yes |
| Require suppliers to provide a reason for each credit memo.                              | No  |
| Allow suppliers to cancel invoices they create.                                          | Yes |
| Allow invoices for information purpose.                                                  | No  |



## Factuurproces - Factuurregels

Country-based Invoice Rules

Download Invoice Rules

Originating Country of Invoice: All Other Countries



**Opmerking:** Als u materiaal of diensten levert in meerdere landen voor LyondellBasell, kunt u selecteren welke regels van welk land u wilt bekijken.

5 Klik op **Klaar** om af te sluiten.

Order Routing Rules

- Do not allow change orders for fully shipped orders.
- Do not allow change orders for partially shipped orders.
- Retain confirmation status for unchanged line items on change orders.
- Do not allow ship notice tracking on change orders.
- Do not allow change orders in invoice aggregation.
- Do not allow cancel orders for fully shipped orders.
- Do not allow cancel orders for partially shipped orders.
- Do not override supplier's routing method for orders that match buyer's conditions.
- Do not mark purchase order as received when the receipt displays close for receiving.

Done



## **Methoden voor indienen factuur - Factuur via PO Flip (materialen)**

De volgende stappen zijn voor **Leveranciers van  
LyondellBasell**



## Methoden voor indienen factuur - Factuur via PO Flip (materialen)

1

Selecteer op het beginscherm van het Ariba Network-account het vervolgkeuzemenu **Create (Maken)** en selecteer **PO Invoice (PO Factuur)**.

The screenshot shows the SAP Business Network Enterprise Account interface. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Assessments'. The 'Create' button is highlighted with a red box and a green circle with the number 1. A dropdown menu is open, showing 'PO Invoice' as the selected option, also highlighted with a red box. The dashboard below shows various metrics like 'New orders', 'Orders', 'Orders to invoice', 'Invoices', and 'Items to confirm'.

2

De pagina Orders verschijnt. Zoek de gewenste bestelling en klik vervolgens op het “...” icoon > **Standaardfactuur** voor de gewenste bestelling waarvoor u een factuur wilt maken.

The screenshot shows the SAP Business Network Enterprise Account interface for the 'Orders' page. The 'Orders to invoice' section is active, showing a list of orders. The 'Standard Invoice' option in the actions menu is highlighted with a red box and a green circle with the number 2. The table below shows one order:

| Order Number | Customer                         | Amount   | Date        | Order Status |
|--------------|----------------------------------|----------|-------------|--------------|
| 4404969237   | Lyondell Chemical Company - TEST | \$15 USD | Oct 9, 2023 | Returned     |



## Methoden voor indienen factuur - Factuur via PO Flip (materialen)

3

De factuur wordt automatisch vooraf ingevuld met de PO-gegevens. **Vul alle velden in die zijn gemarkeerd met een sterretje (verplicht veld)**

Create Invoice

▼ Invoice Header

Summary

Purchase Order: 4405301618

Invoice #:

Invoice Date: 19 Mar 2024

Service Description:

Remit To: Z 1 16 RUE AMPÈRE BP 40105

GONESSE CEDEX  
Auvergne-Rhône-Alpes  
France

Bill To: Lyondell Chemie Nederland, BV  
Rotterdam  
Netherlands

Subtotal: 90.00 EUR  
Total Tax: 0.00 EUR  
Amount Due: 90.00 EUR

Shipping

Header level shipping  Line level shipping

Ship From: LYB test invoice 3 - TEST  
gonesse cedex  
France

Ship To: Lyondell Chemie Nederland B.V.  
Rotterdam - Botlek  
Netherlands  
Deliver To: Recipient Unloading Point

Payment Term

4

Voer een factuurnummer in het veld **Factuur #** in, dit is uw uniek nummer voor factuuridentificatie. De factuurdatum wordt automatisch ingevuld.

Create Invoice

▼ Invoice Header

Summary

Purchase Order: 4405301618

Invoice #:

Invoice Date: 19 Mar 2024

Service Description:

Remit To: Z 1 16 RUE AMPÈRE BP 40105

GONESSE CEDEX  
Auvergne-Rhône-Alpes  
France

Bill To: Lyondell Chemie Nederland, BV  
Rotterdam  
Netherlands

Subtotal: 90.00 EUR  
Total Tax: 0.00 EUR  
Amount Due: 90.00 EUR

Shipping

Header level shipping  Line level shipping

Ship From: LYB test invoice 3 - TEST  
gonesse cedex  
France

Ship To: Lyondell Chemie Nederland B.V.  
Rotterdam - Botlek  
Netherlands  
Deliver To: Recipient Unloading Point

Payment Term



**Opmerking:** als u letters wilt toevoegen in het veld Factuur #, moeten deze in hoofdletters worden geschreven.



## Methoden voor indienen factuur - Factuur via PO Flip (materialen)

5

Selecteer een geschikt **Remit-To** adres in de vervolgkeuzelijst.

| Summary                                         |                               |
|-------------------------------------------------|-------------------------------|
| Purchase Order:                                 | 4405301618                    |
| Invoice #:                                      |                               |
| Invoice Date:                                   | 5 Mar 2024                    |
| Service Description:                            |                               |
| Remit To:                                       | Z I 16 RUE AMPÈRE BP 40105    |
| GONESSE CEDEX<br>Auvergne-Rhône-Alpes<br>France |                               |
| Bill To:                                        | Lyondell Chemie Nederland, BV |
| Rotterdam<br>Netherlands                        |                               |

Shipping

Header level shipping  Line level shipping

6

Voeg **verzend-** en **verzendsbelasting** toe indien van toepassing

a. Selecteer '**Verzenden op kopniveau**' door het juiste keuzerondje te selecteren.

Shipping

Header level shipping  Line level shipping

Ship From: LYB test invoice 3 - TEST  
gonesse cedex  
France

Ship To: Lyondell Chemie Nederland B.V.  
Rotterdam - Botlek  
Netherlands  
Deliver To: Recipient, Unloading Point

b. Hierna klikt u op '**Toevoegen aan koptekst**' en kiest '**Verzendkosten**'.

Indien van toepassing, vergeet dan niet om deze stap te herhalen om de '**Verzendsbelasting**' (BTW op verzending) toe te voegen.



## Methoden voor indienen factuur - Factuur via PO Flip (materialen)

Create Invoice

Update Save Exit Next

Invoice Header

Summary

Purchase Order: 4405430563  
 Invoice #:   
 Invoice Date: 5 Aug 2024  
 Service Description:   
 Remit To: LANDGRABENWEG 151

Subtotal: 250.00 EUR  
 Total Tax: 0.00 EUR  
 Amount Due: 250.00 EUR

6b

\* Indicates required field Add to Header

- Shipping Cost
- Shipping Tax
- Shipping Documents
- Special Handling
- Additional Reference Documents and Dates
- Comment
- Attachment



**Opmerking:** via 'Toevoegen aan koptekst' kunt u ook factuurbijlagen en/of opmerkingen toevoegen.

7

a. Scroll naar beneden en controleer of pas de hoeveelheid aan voor elk regelitem dat u wilt factureren.

b. Als u een regel wilt uitsluiten van de factuur, klikt u op het groene vinkje van de regel.

c. U kunt het regelitem uitsluiten door op het selectievakje links te klikken en op 'Verwijderen' te klikken.

7a

| Quantity                        | Unit | Unit Price                             |
|---------------------------------|------|----------------------------------------|
| <input type="text" value="10"/> | BX   | <input type="text" value="25.00 EUR"/> |

7b

| No.                                 | Include                  | Type     | Part #   |
|-------------------------------------|--------------------------|----------|----------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | MATERIAL | GOODS_02 |

7c

| No.                      | Include                             | Type     | Part #   |
|--------------------------|-------------------------------------|----------|----------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | MATERIAL | GOODS_02 |

Pricing Details

Price Unit: \* BX  
 Unit Conversion: \* 1

Line Item Actions Delete



**Opmerking:** U kunt later een factuur genereren om het uitgesloten item te factureren.





## Methoden voor indienen factuur - Factuur via PO Flip (materialen)

8

Klik op **Belastingcategorie** en selecteer een optie uit de vervolgkeuzelijst.

| No. | Include                             | Type     | Part #        | Description           | Customer Part # | Quantity | Unit | Unit Price | Subtotal  |
|-----|-------------------------------------|----------|---------------|-----------------------|-----------------|----------|------|------------|-----------|
| 1   | <input checked="" type="checkbox"/> | MATERIAL | Not Available | Single line multi VAT |                 | 90       | EA   | 1.00 EUR   | 90.00 EUR |

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

**Tax**  
Category: 20% VAT / Standard 20%  
Location:  
Description: Standard 20%  
Regime:  
Date Of Pre-Payment:  
Law Reference:  
Taxable Amount: 90.00 EUR  
Rate(%): 20  
Tax Amount: 18.00 EUR  
Exempt Detail: (no value)  
Date Of Supply: 20 Mar 2024  
 Triangular Transaction

**Shipping**  
Ship From: LYB test invoice 3 - TEST  
Ship To: Lyondell Chemie Nederland B.V.  
gonesse cedex  
Rotterdam - Botlek  
France  
Netherlands  
Deliver To: Recipient,Unloading Point

**Shipping Cost**  
Shipping Amount: 0.00 EUR  
Shipping Date:



**Opmerking:** U kunt andere belastingcategorieën, -tarieven en -omschrijvingen configureren in de vervolgkeuzelijst 'Belasting configureren'.

9

Selecteer de regelitems die u wilt opnemen en klik vervolgens op **Toevoegen aan opgenomen regels**.

| No. | Include                             | Type     | Part #        | Description           | Customer Part # | Quantity | Unit | Unit Price | Subtotal  |
|-----|-------------------------------------|----------|---------------|-----------------------|-----------------|----------|------|------------|-----------|
| 1   | <input checked="" type="checkbox"/> | MATERIAL | Not Available | Single line multi VAT |                 | 90       | EA   | 1.00 EUR   | 90.00 EUR |

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

**Tax**  
Category: 20% VAT / Standard 20%  
Location:  
Description: Standard 20%  
Regime:  
Date Of Pre-Payment:  
Law Reference:  
Taxable Amount: 90.00 EUR  
Rate(%): 20  
Tax Amount: 18.00 EUR  
Exempt Detail: (no value)  
Date Of Supply: 20 Mar 2024  
 Triangular Transaction

**Shipping**  
Ship From: LYB test invoice 3 - TEST  
Ship To: Lyondell Chemie Nederland B.V.  
gonesse cedex  
Rotterdam - Botlek  
France  
Netherlands  
Deliver To: Recipient,Unloading Point

**Shipping Cost**  
Shipping Amount: 0.00 EUR  
Shipping Date:



**Opmerking:** Sla uw factuur op elk gewenst moment op, om er later aan te werken. U kunt conceptfacturen maximaal 7 dagen bewaren.



## Methoden voor indienen factuur - Factuur via PO Flip (materialen)



**Opmerking:** aanvullende details kunnen worden bekeken op regelitem-niveau door een regelitem te bewerken.

The screenshot shows the 'Line Item Actions' menu with 'Edit' highlighted. A green circle with '9c' is overlaid on the 'Edit' button. Below, the 'Create Invoice' form is visible, showing an invoice item with the following details:

| Quantity | Unit | Unit Price | Subtotal |
|----------|------|------------|----------|
| 5        | EA   | 1.00 EUR   | 5.00 EUR |

Description: Copy Paper White, A3, 80gsm (ream 500 sheets)

Pricing Details: Price Unit: PCE, Price Unit Quantity: 2, Unit Conversion: 1, Description: This field specifies that 1 Box is equivalent

Shipping: Ship From: Ariba\_TestSupplier - TEST, Praha 5, Czech Republic; Ship To: Sandbox Buyer - Test, Praha, Czech Republic; Deliver To: Cristian Mihalache, 2nd Floor, SI Team

10

Controleer uw factuur op juistheid op de pagina **Controleren**. Als er geen wijzigingen nodig zijn, klikt u op **Verzenden** om de factuur naar LyondellBasell te sturen.

The screenshot shows the 'Create Invoice' form with the 'Submit' button highlighted. Below the form, the invoice summary is displayed:

| Field                   | Value                                    |
|-------------------------|------------------------------------------|
| Invoice Number          | INV4405301618                            |
| Invoice Date            | Wednesday 20 Mar 2024 10:15 AM GMT-05:00 |
| Original Purchase Order | 4405301618                               |
| Subtotal                | 90.00 EUR                                |
| Total Tax               | 18.00 EUR                                |
| Total Shipping          | 0.00 EUR                                 |
| Amount Due              | 108.00 EUR                               |

REMIT TO: Tresorerie, Postal Address: Z I 16 RUE AMPÈRE, 95506 GONESSE CEDEX, Auvergne-Rhône-Alpes, France, Remit To ID: BNP Paribas, Tax ID of Supplier: 33466885200026

BILL TO: Lyondell Chemie Nederland, BV, Postal Address: Delftseplein-27E, 3013 AA Rotterdam, Netherlands, Address ID: 370

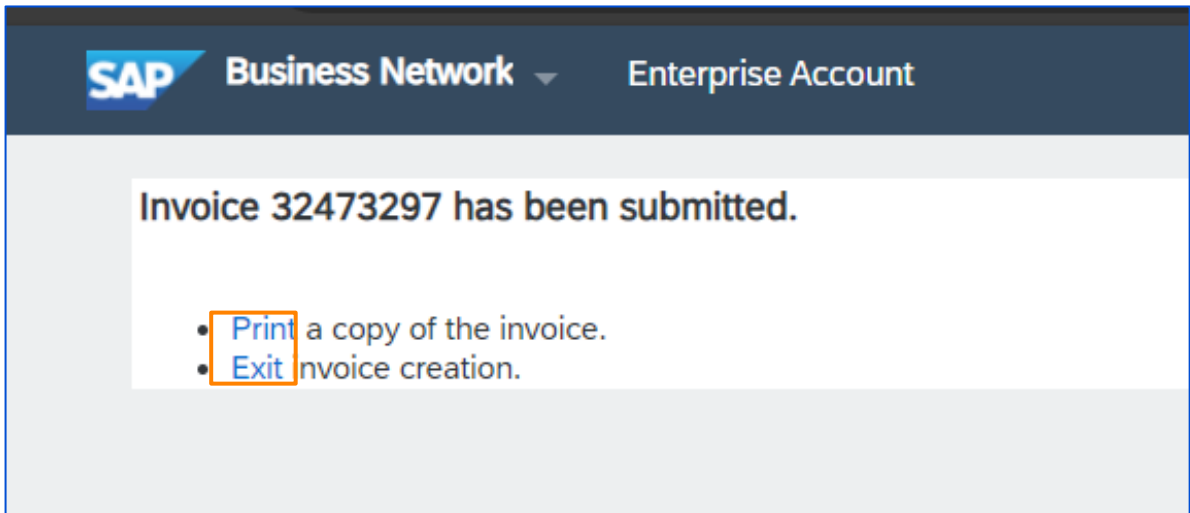
SUPPLIER: Postal Address: Z I 16 RUE AMPÈRE BP 40105, 95506 GONESSE CEDEX, Île-de-France, France



**Opmerking:** Sla uw factuur op elk gewenst moment op, om er later aan te werken. U kunt conceptfacturen maximaal 7 dagen bewaren.



## Methoden voor indienen factuur - Factuur via PO Flip (materialen)



**Opmerking:** U krijgt een melding dat er een factuur is ingediend. U kunt op de knop **Afdrukken** klikken om de factuur af te drukken of op de knop **Afsluiten** om andere acties uit te voeren.



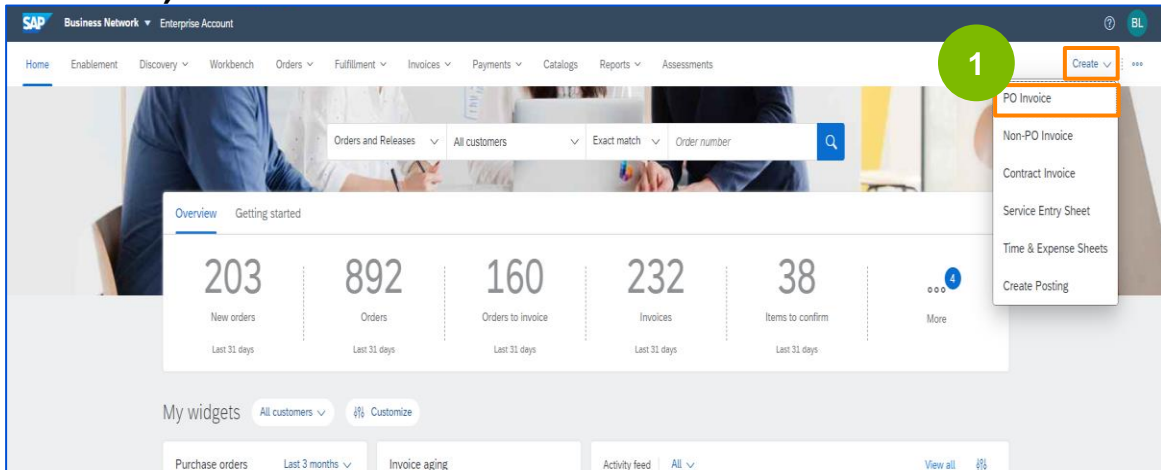
## **Methoden voor het indienen van facturen - Factureren via PO Flip (Diensten)**

De volgende stappen zijn voor **Leveranciers van LyondellBasell**

## Methoden voor het indienen van facturen - Factureren via PO Flip (Diensten)

1

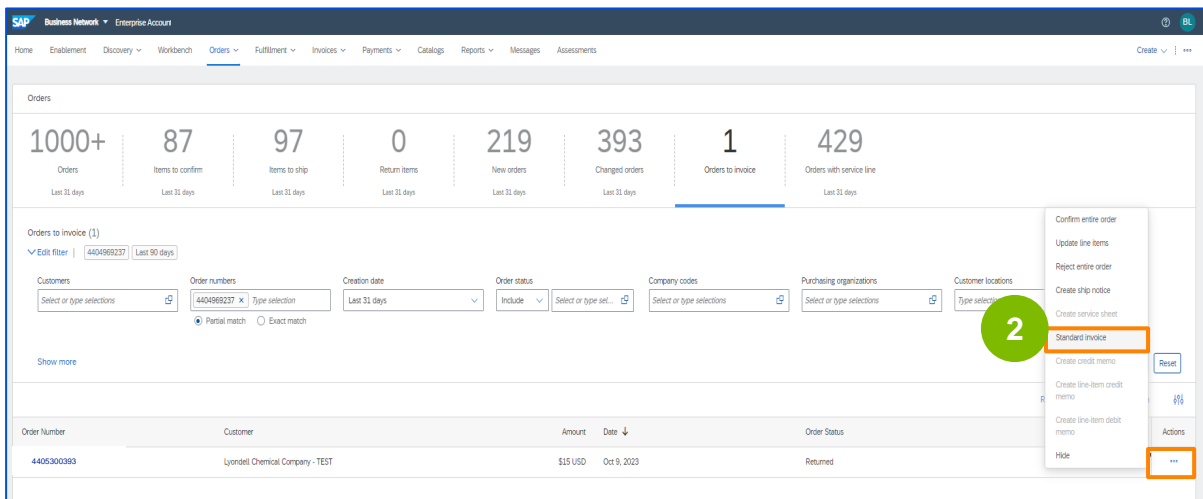
Selecteer op het beginscherm van het Ariba Network-account het vervolgkeuzemenu **Create (Maken)** en selecteer **PO Invoice (PO Factuur)**.



The screenshot shows the SAP Business Network Enterprise Account interface. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Assessments'. The 'Create' button is highlighted with a red box and a green circle with the number 1. A dropdown menu is open, showing 'PO Invoice' as the selected option, also highlighted with a red box. The main content area displays a dashboard with various metrics: 203 New orders, 892 Orders, 160 Orders to invoice, 232 Invoices, and 38 Items to confirm. Below the dashboard, there are sections for 'My widgets' and 'Purchase orders'.

2

De pagina Orders verschijnt. Zoek de gewenste bestelling en klik vervolgens op het “...” icoon > **Standaardfactuur** voor de gewenste bestelling waarvoor u een factuur wilt maken.



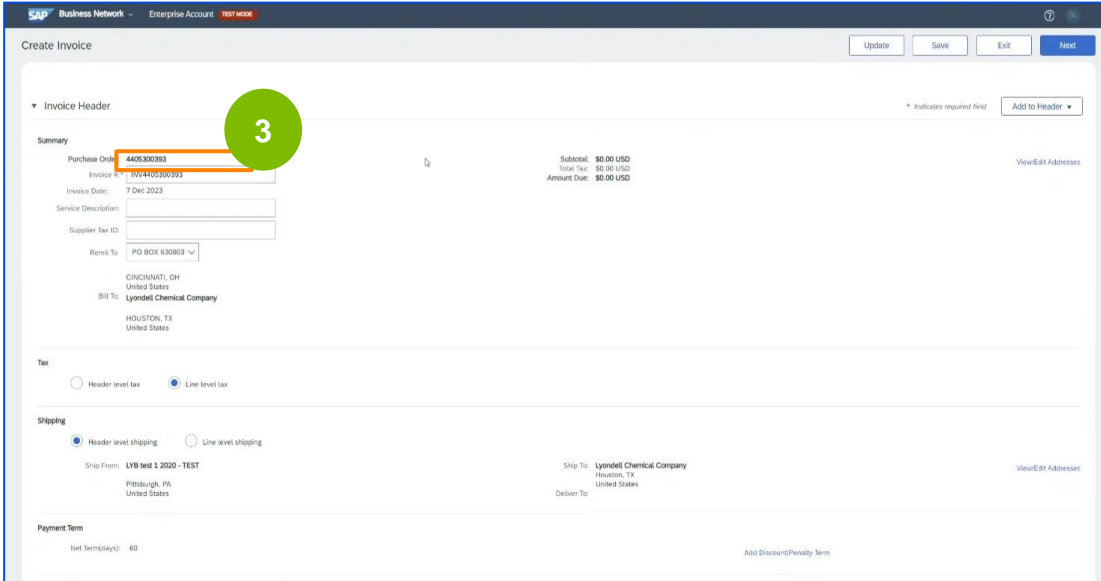
The screenshot shows the SAP Business Network Enterprise Account interface for the 'Orders' page. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', 'Messages', and 'Assessments'. The 'Create' button is highlighted with a red box and a green circle with the number 2. The main content area displays a dashboard with various metrics: 1000+ Orders, 87 Items to confirm, 97 Items to ship, 0 Return items, 219 New orders, 393 Changed orders, 1 Orders to invoice, and 429 Orders with service line. Below the dashboard, there are sections for 'Orders to invoice (1)' and a table of orders. The 'Standard Invoice' option in the actions menu is highlighted with a red box and a green circle with the number 2.

| Order Number | Customer                         | Amount   | Date        | Order Status |
|--------------|----------------------------------|----------|-------------|--------------|
| 4405900393   | Lyondell Chemical Company - TEST | \$15 USD | Oct 9, 2023 | Returned     |

## Methoden voor het indienen van facturen - Factureren via PO Flip (Diensten)

3

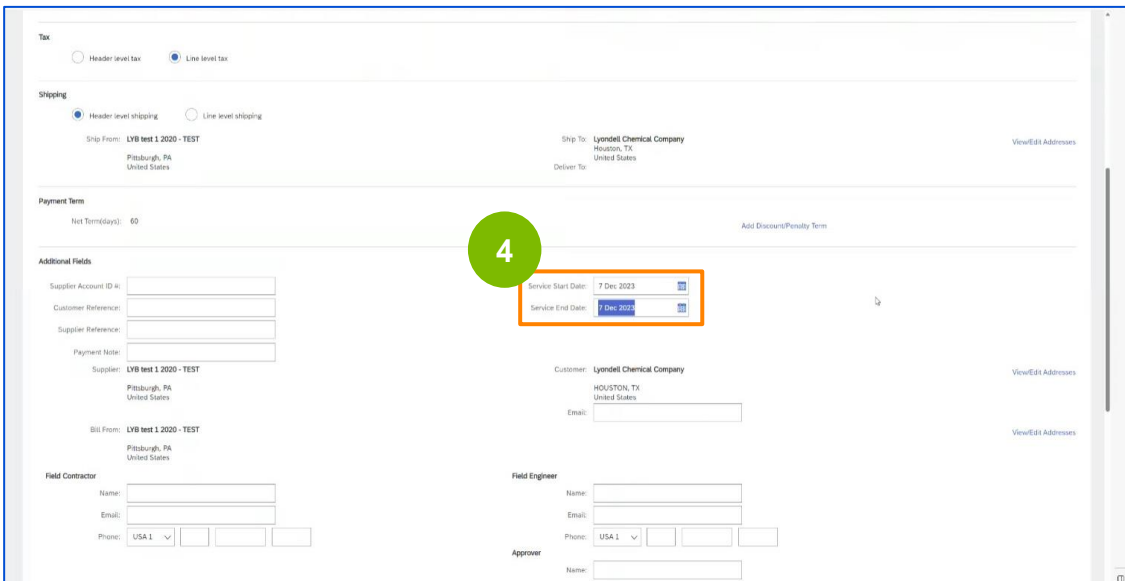
Voer in het scherm **Factuur maken** het gewenste **factuurnummer** in het veld **Factuurnummer** in.



The screenshot shows the 'Create Invoice' interface in SAP Business Network. The 'Invoice Header' section is visible, with a green circle containing the number '3' highlighting the 'Purchase Order' field, which contains the value '4405300393'. Other fields include 'Invoice #', 'Invoice Date', 'Service Description', 'Supplier Tax ID', 'Remit To', and 'Bill To'. The 'Tax' section has 'Header level tax' and 'Line level tax' options. The 'Shipping' section has 'Header level shipping' and 'Line level shipping' options. The 'Payment Term' section shows 'Net Terms(days): 60'. Buttons for 'Update', 'Save', 'Exit', and 'Next' are at the top right.

4

Scroll naar beneden en voeg de **begindatum van de dienst** en de **einddatum van de dienst** aan de factuur toe.

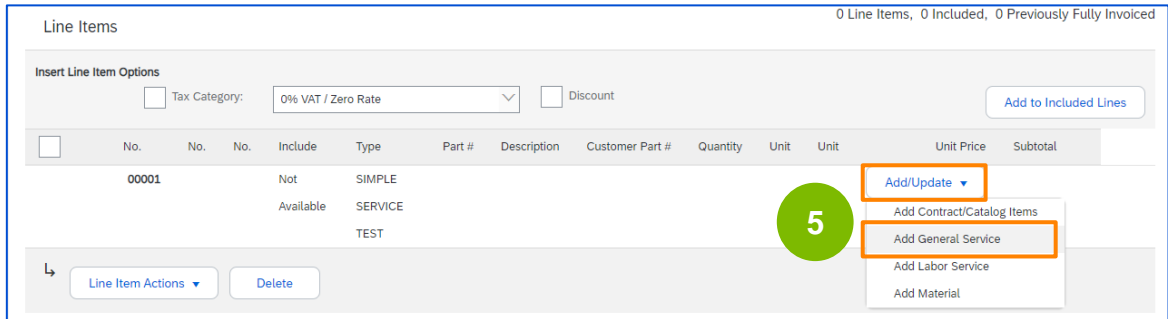


The screenshot shows the 'Additional Fields' section of the 'Create Invoice' interface. A green circle containing the number '4' highlights the 'Service Start Date' and 'Service End Date' fields, which both contain the date '7 Dec 2023'. Other fields include 'Supplier Account ID #', 'Customer Reference', 'Supplier Reference', 'Payment Note', 'Supplier', 'Customer', 'Field Contractor', and 'Field Engineer'. Buttons for 'View/Edit Addresses' are visible next to the 'Ship To' and 'Customer' fields.

## Methoden voor het indienen van facturen - Factureren via PO Flip (Diensten)

5

Alleen voor Inkooporders zonder een vooraf gespecificeerde dienst: Schakel het selectievakje naast de gewenste dienst in en klik op **Toevoegen/bijwerken** > **Algemene dienst toevoegen** om dienstgegevens toe te voegen.



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

Insert Line Item Options

Tax Category: 0% VAT / Zero Rate  Discount Add to Included Lines

| No.   | No. | No. | Include                  | Type          | Part # | Description         | Customer Part # | Quantity | Unit | Unit | Unit Price | Subtotal |
|-------|-----|-----|--------------------------|---------------|--------|---------------------|-----------------|----------|------|------|------------|----------|
| 00001 |     |     | <input type="checkbox"/> | Not Available |        | SIMPLE SERVICE TEST |                 |          |      |      |            |          |

**5** Add/Update ▾  
Add Contract/Catalog Items  
Add General Service  
Add Labor Service  
Add Material

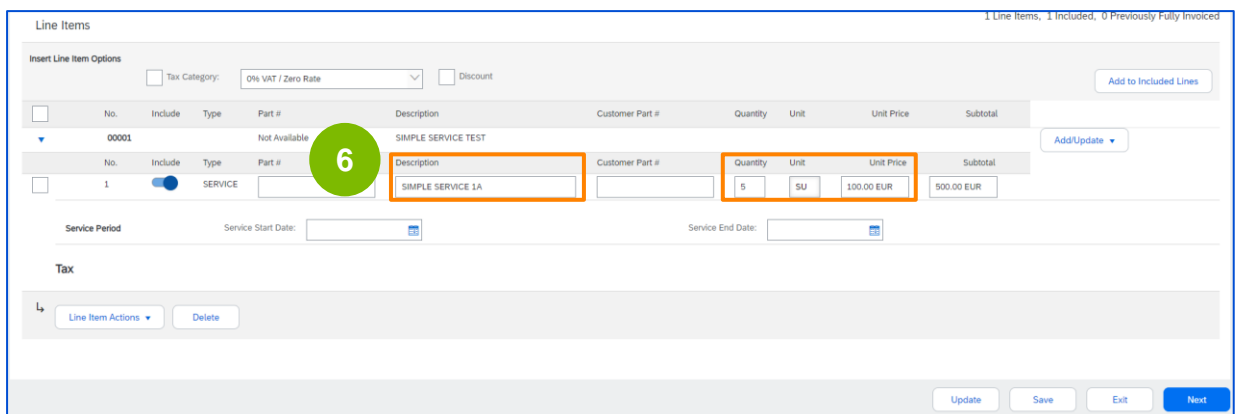
Line Item Actions ▾ Delete



**Opmerking:** zorg ervoor dat u alleen **Algemene dienst toevoegen** selecteert.

6

Vul de velden **Beschrijving**, **Hoeveelheid**, **Eenheid** en **Prijs** in.



Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 0% VAT / Zero Rate  Discount Add to Included Lines

| No.   | Include                             | Type          | Part # | Description         | Customer Part # | Quantity | Unit | Unit Price | Subtotal   |
|-------|-------------------------------------|---------------|--------|---------------------|-----------------|----------|------|------------|------------|
| 00001 | <input type="checkbox"/>            | Not Available |        | SIMPLE SERVICE TEST |                 |          |      |            |            |
| 1     | <input checked="" type="checkbox"/> | SERVICE       |        | SIMPLE SERVICE 1A   |                 | 5        | SU   | 100.00 EUR | 500.00 EUR |

Service Period Service Start Date:  Service End Date:

Tax

Line Item Actions ▾ Delete

Update Save Exit Next

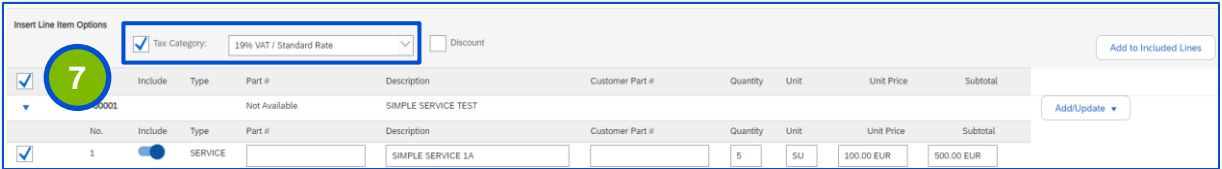


**Opmerking:** Vul het veld **Hoeveelheid** altijd in met "1" en het veld **Eenheid** met "SU" voor diensten orders.

## Methoden voor het indienen van facturen - Factureren via PO Flip (Diensten)

7

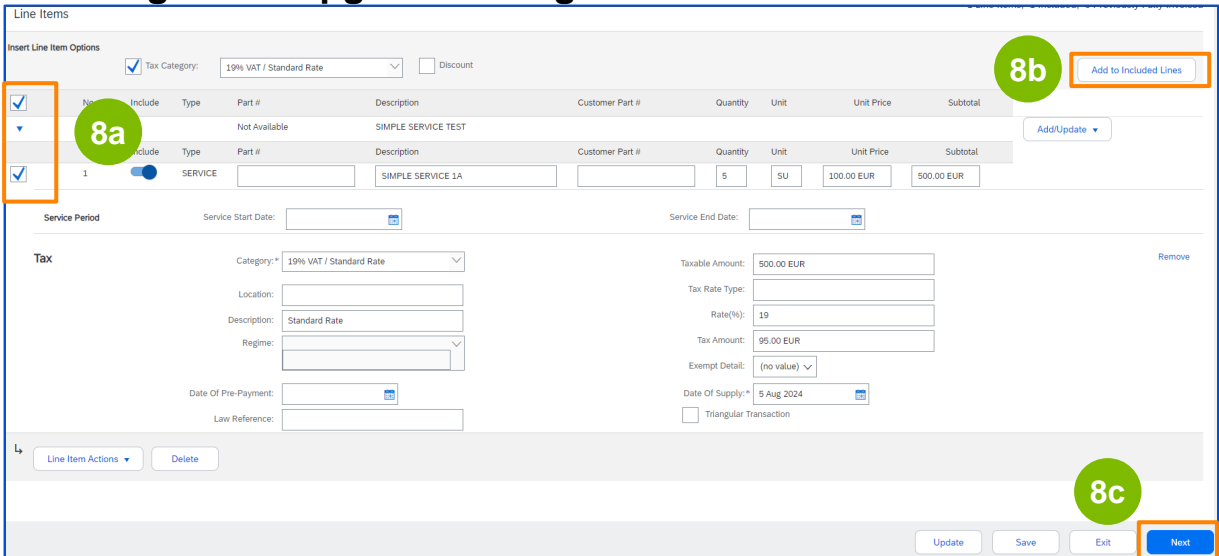
Klik op **Belastingcategorie** en selecteer een optie uit de vervolgkeuzelijst.



**Opmerking:** U kunt andere belastingcategorieën, -tarieven en -omschrijvingen configureren in de vervolgkeuzelijst '**Belasting configureren**'.

8

Selecteer regelitems die u wilt opnemen en klik vervolgens op **Toevoegen aan opgenomen regels**.



Als alle factuurgegevens zijn ingevuld, kunt u op **Volgende** klikken om verder te gaan.



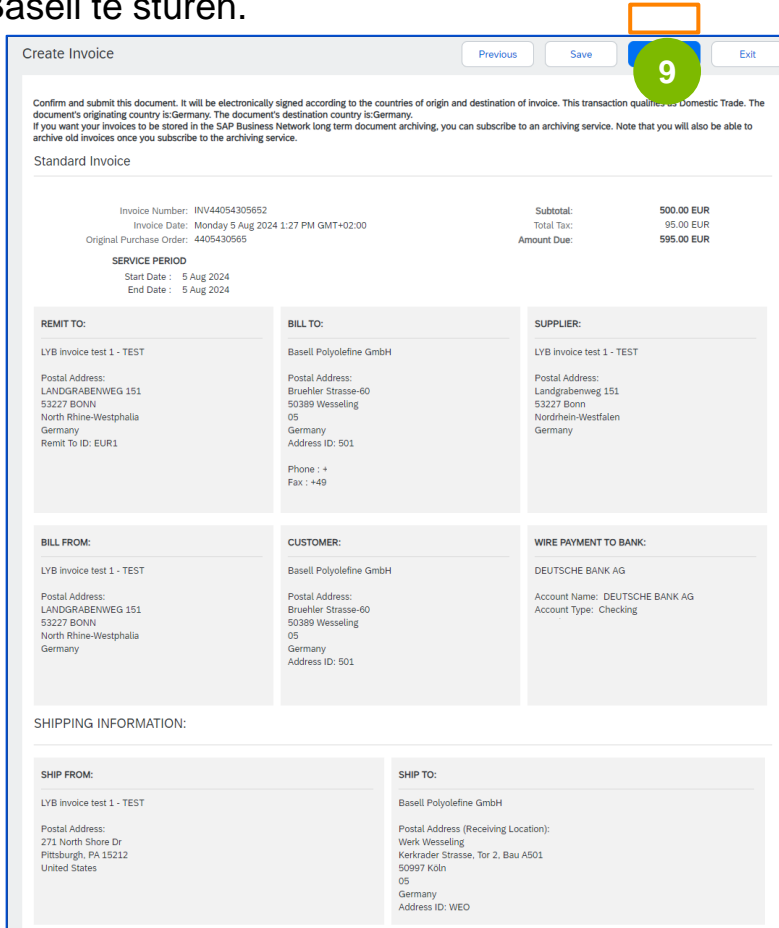
**Opmerking:** Sla uw factuur op elk gewenst moment op, om er later aan te werken. U kunt conceptfacturen maximaal 7 dagen bewaren.



## Methoden voor het indienen van facturen - Factureren via PO Flip (Diensten)

9

Controleer uw factuur op juistheid op de pagina **Controleren**. Als er geen wijzigingen nodig zijn, klikt u op **Verzenden** om de factuur naar LyondellBasell te sturen.



Create Invoice Previous Save 9 Exit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Domestic Trade. The document's originating country is:Germany. The document's destination country is:Germany.  
If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

|                                                   |                        |
|---------------------------------------------------|------------------------|
| Invoice Number: INV44054305652                    | Subtotal: 500.00 EUR   |
| Invoice Date: Monday 5 Aug 2024 1:27 PM GMT+02:00 | Total Tax: 95.00 EUR   |
| Original Purchase Order: 4405430565               | Amount Due: 595.00 EUR |

**SERVICE PERIOD**  
Start Date : 5 Aug 2024  
End Date : 5 Aug 2024

|                                                                                                                                                               |                                                                                                                                                                       |                                                                                                                                       |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>REMIT TO:</b><br>LYB invoice test 1 - TEST<br>Postal Address:<br>LANDGRABENWEG 151<br>53227 BONN<br>North Rhine-Westphalia<br>Germany<br>Remit To ID: EUR1 | <b>BILL TO:</b><br>Basell Polyolefine GmbH<br>Postal Address:<br>Bruehler Strasse-60<br>50389 Wesseling<br>05<br>Germany<br>Address ID: 501<br>Phone : +<br>Fax : +49 | <b>SUPPLIER:</b><br>LYB invoice test 1 - TEST<br>Postal Address:<br>Landgrabenweg 151<br>53227 Bonn<br>Nordrhein-Westfalen<br>Germany |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|

|                                                                                                                                           |                                                                                                                                              |                                                                                                              |
|-------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| <b>BILL FROM:</b><br>LYB invoice test 1 - TEST<br>Postal Address:<br>LANDGRABENWEG 151<br>53227 BONN<br>North Rhine-Westphalia<br>Germany | <b>CUSTOMER:</b><br>Basell Polyolefine GmbH<br>Postal Address:<br>Bruehler Strasse-60<br>50389 Wesseling<br>05<br>Germany<br>Address ID: 501 | <b>WIRE PAYMENT TO BANK:</b><br>DEUTSCHE BANK AG<br>Account Name: DEUTSCHE BANK AG<br>Account Type: Checking |
|-------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|

**SHIPPING INFORMATION:**

|                                                                                                                                  |                                                                                                                                                                                              |
|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>SHIP FROM:</b><br>LYB invoice test 1 - TEST<br>Postal Address:<br>271 North Shore Dr<br>Pittsburgh, PA 15212<br>United States | <b>SHIP TO:</b><br>Basell Polyolefine GmbH<br>Postal Address (Receiving Location):<br>Werk Wesseling<br>Kerkrader Strasse, Tor 2, Bau A501<br>50997 Köln<br>05<br>Germany<br>Address ID: WEO |
|----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

10 U krijgt een melding dat er een factuur is ingediend. U kunt op de knop **Afdrukken** klikken om de factuur af te drukken of op de knop **Afsluiten** om andere acties uit te voeren.

Invoice INV44054305652 has been submitted.

- [Print a copy of the invoice.](#)
- [Exit invoice creation.](#)



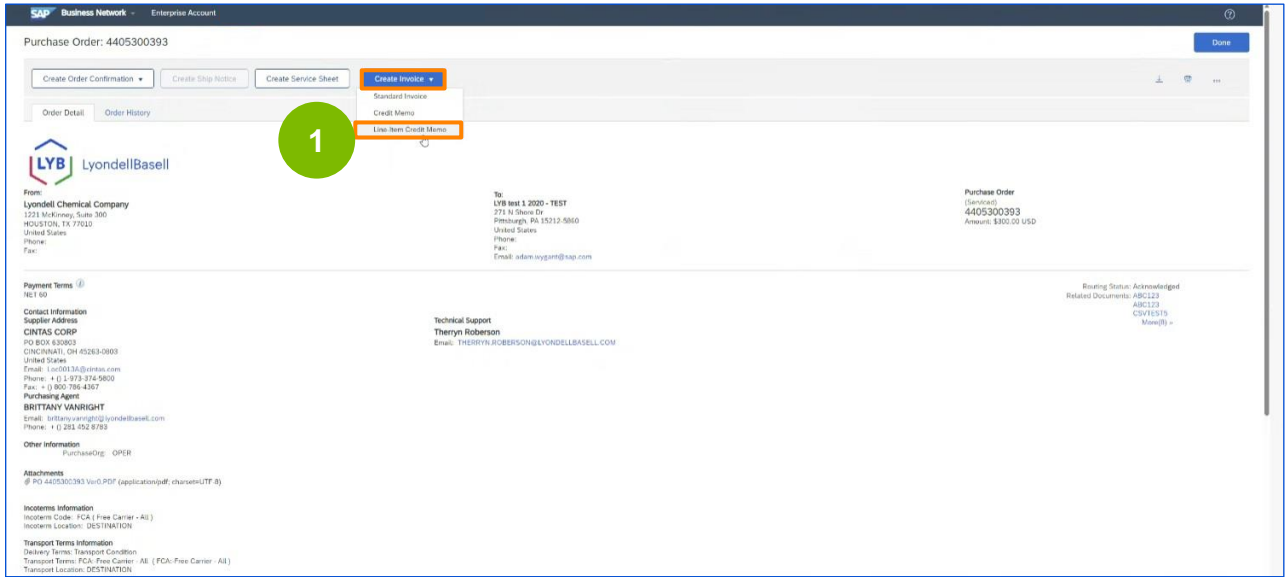
## **Methoden voor indienen factuur - Credit Memo (itemniveau)**

De volgende stappen zijn voor **Leveranciers van LyondellBasell**

## Methoden voor indienen factuur - Credit Memo (itemniveau)

1

Selecteer in de gewenste inkooporder **Factuur maken > Lijnitem creditnota** om een lijncreditnota te maken.



Purchase Order: 4405300393

Create Order Confirmation | Create Ship Notice | Create Service Sheet | **Create Invoice** | **Line-Item Credit Memo**

Order Detail | Order History

1

From: LyondellBasell  
Lyondell Chemical Company  
1221 McKinney, Suite 300  
HOUSTON, TX 77032  
United States  
Phone:  
Fax:

To: LYB test 1 2020 - TEST  
271 N Shore Dr  
Pittsburgh, PA 15212-5800  
United States  
Phone:  
Fax:  
Email: adam.aygar@sap.com

Purchase Order (Service)  
4405300393  
Amount: \$302.00 USD

Payment Terms: NET 60

Contact Information  
Supplier Address:  
CINTAS CORP  
PO BOX 832903  
CINCINNATI, OH 45263-2903  
United States  
Email: Linc0333@intas.com  
Phone: +1 513-374-5800  
Fax: +1 800-788-4357

Purchasing Agent:  
BRITTANY VANRIGHT  
Email: brittanyvanright@lyondellbasell.com  
Phone: +1 281-452-8783

Other Information  
PurchaseOrg: OPER

Attachments  
@ PO 4405300393 Visio.PDF (application/pdf; charset=UTF-8)

Incoterms Information  
Incoterms Code: FCA (Free Carrier - All)  
Incoterms Location: DESTINATION

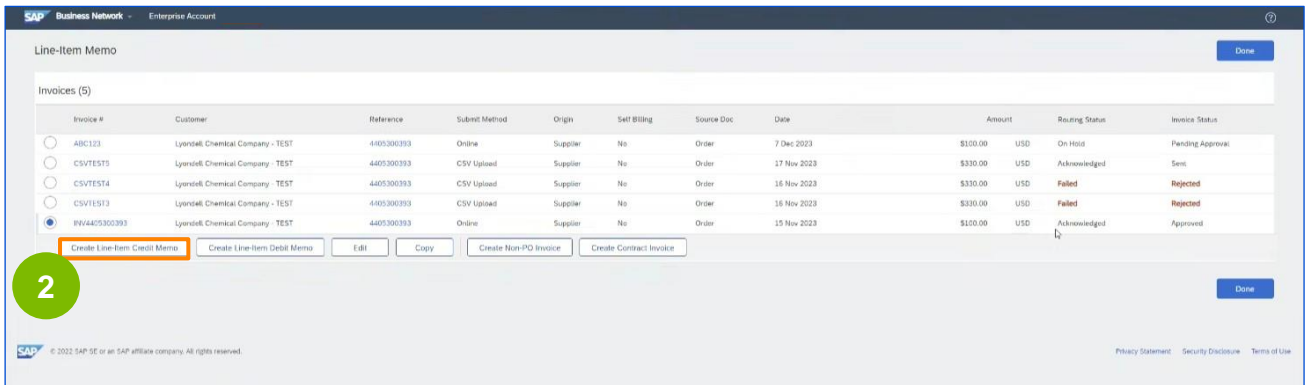
Transport Terms Information  
Delivery Terms: Transport Condition  
Transport Terms: FCA-Free Carrier: All (FCA-Free Carrier: All)  
Transport Location: DESTINATION

Routing Status: Acknowledged  
Related Documents: ABC123  
ABC123  
CSV1513  
Memo(5)

2

De pagina **Memo lijnitems** verschijnt.

Selecteer de gewenste factuur en klik op **Creditnota lijn item aanmaken** om verder te gaan.



Line-Item Memo

Invoices (5)

| Invoice #  | Customer                         | Reference  | Subst. Method | Origin   | Self Billing | Source Doc | Date        | Amount       | Routing Status | Invoice Status   |
|------------|----------------------------------|------------|---------------|----------|--------------|------------|-------------|--------------|----------------|------------------|
| ABC123     | Lyondell Chemical Company - TEST | 4405300393 | Order         | Supplier | No           | Order      | 7 Dec 2023  | \$100.00 USD | On Hold        | Pending Approval |
| CSV1513    | Lyondell Chemical Company - TEST | 4405300393 | CSV Upload    | Supplier | No           | Order      | 17 Nov 2023 | \$330.00 USD | Acknowledged   | Sent             |
| CSV1514    | Lyondell Chemical Company - TEST | 4405300393 | CSV Upload    | Supplier | No           | Order      | 16 Nov 2023 | \$330.00 USD | Failed         | Rejected         |
| CSV1513    | Lyondell Chemical Company - TEST | 4405300393 | CSV Upload    | Supplier | No           | Order      | 16 Nov 2023 | \$330.00 USD | Failed         | Rejected         |
| 4405300393 | Lyondell Chemical Company - TEST | 4405300393 | Order         | Supplier | No           | Order      | 15 Nov 2023 | \$100.00 USD | Acknowledged   | Approved         |

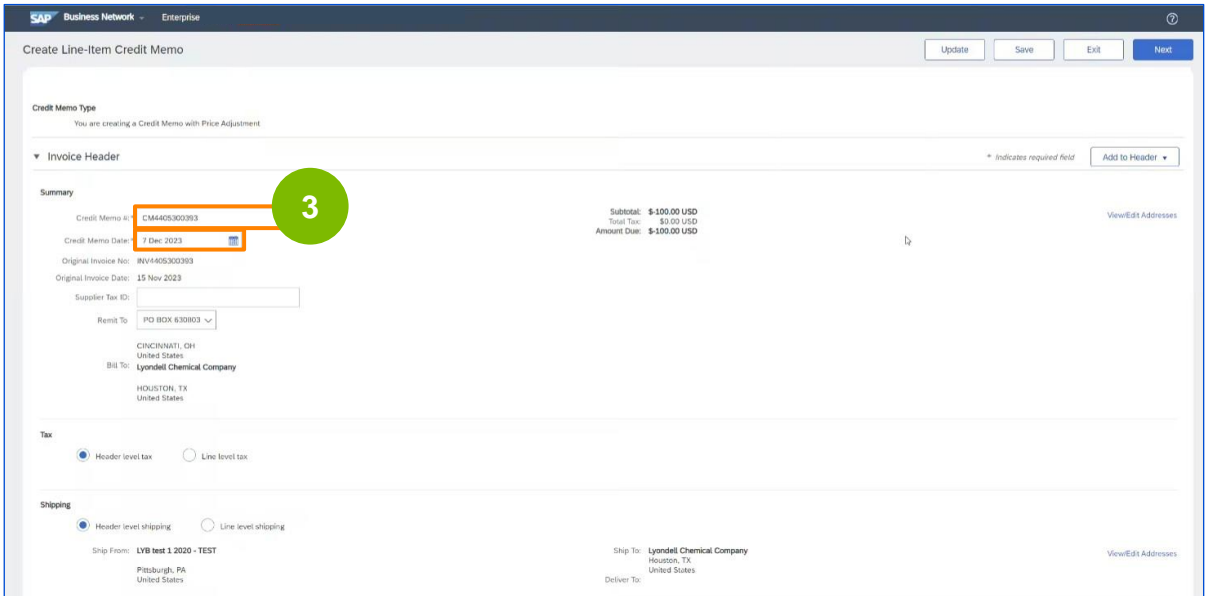
Create Line-Item Credit Memo | Create Line-Item Debit Memo | Edit | Copy | Create Non-PD Invoice | Create Contract Invoice

2

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## Methoden voor indienen factuur - Credit Memo (itemniveau)

**3** De pagina **Memobericht aanmaken** verschijnt. Voer het gewenste **Credit Memo Nummer** en de **Credit Memo Datum** in.



SAP Business Network - Enterprise

Create Line-Item Credit Memo

Update Save Exit Next

Credit Memo Type

You are creating a Credit Memo with Price Adjustment

Invoice Header

Summary

Credit Memo ID: DM4405300393

Credit Memo Date: 7 Dec 2023

Original Invoice No: INV4405300393

Original Invoice Date: 15 Nov 2023

Supplier Tax ID:

Remit To: PO BOX 830803

CINCINNATI, OH  
United States

Bill To: Lyondell Chemical Company

HOUSTON, TX  
United States

Subtotal: \$-100.00 USD  
Total Tax: \$0.00 USD  
Amount Due: \$-100.00 USD

View/Edit Addresses

Tax

Header level tax  Line level tax

Shipping

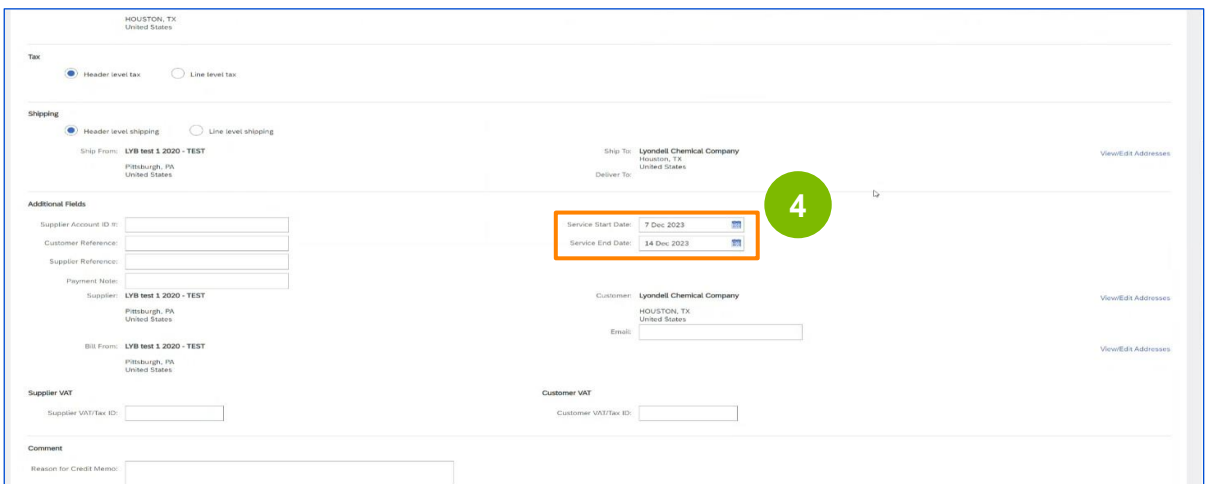
Header level shipping  Line level shipping

Ship From: LYB test 1 2020 - TEST  
Pittsburgh, PA  
United States

Ship To: Lyondell Chemical Company  
Houston, TX  
United States

Deliver To:

**4** Scroll naar beneden en voeg de gewenste **begindatum** en **einddatum** van de dienst toe.



HOUSTON, TX  
United States

Tax

Header level tax  Line level tax

Shipping

Header level shipping  Line level shipping

Ship From: LYB test 1 2020 - TEST  
Pittsburgh, PA  
United States

Ship To: Lyondell Chemical Company  
Houston, TX  
United States

Deliver To:

Additional Fields

Supplier Account ID:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: LYB test 1 2020 - TEST  
Pittsburgh, PA  
United States

Customer: Lyondell Chemical Company  
HOUSTON, TX  
United States

Bill From: LYB test 1 2020 - TEST  
Pittsburgh, PA  
United States

Service Start Date: 7 Dec 2023

Service End Date: 14 Dec 2023

View/Edit Addresses

View/Edit Addresses

View/Edit Addresses

Supplier VAT

Supplier VAT Tax ID:

Customer VAT

Customer VAT Tax ID:

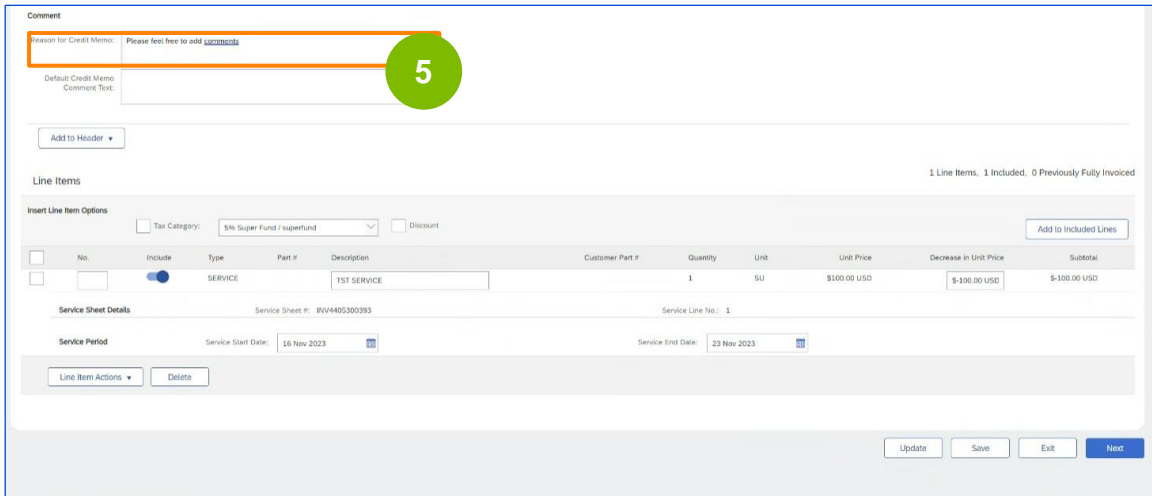
Comment

Reason for Credit Memo:

## Methoden voor indienen factuur - Credit Memo (itemniveau)

5

Voer een reden voor de creditnota in als opmerking in het veld **Reden voor creditnota**.



Comment

Reason for Credit Memo:  **5**

Default Credit Memo Comment Text:

Add to Header

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options  Tax Category: 9% Super Fund / superfund  Discount Add to Included Lines

| No. | Include                             | Type    | Part # | Description | Customer Part # | Quantity | Unit | Unit Price   | Decrease in Unit Price | Subtotal      |
|-----|-------------------------------------|---------|--------|-------------|-----------------|----------|------|--------------|------------------------|---------------|
|     | <input checked="" type="checkbox"/> | SERVICE |        | TST SERVICE |                 | 1        | SU   | \$100.00 USD | \$-100.00 USD          | \$-100.00 USD |

Service Sheet Details Service Sheet #: 80V4405300393 Service Line No.: 1

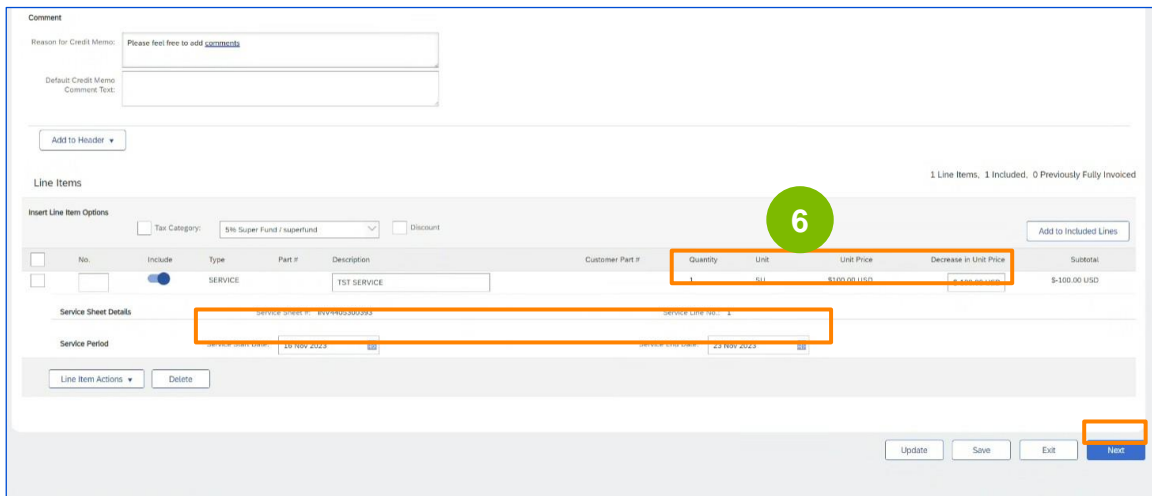
Service Period Service Start Date: 18 Nov 2023 Service End Date: 23 Nov 2023

Line Item Actions

Update Save Exit **Next**

6

Scroll naar beneden en pas desgewenst de **eenheidsprijs, de begindatum van de dienst en de einddatum van de dienst** aan. Klik op **Volgende** om verder te gaan.



Comment

Reason for Credit Memo:

Default Credit Memo Comment Text:

Add to Header

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options  Tax Category: 9% Super Fund / superfund  Discount Add to Included Lines

| No. | Include                             | Type    | Part # | Description | Customer Part # | Quantity | Unit | Unit Price   | Decrease in Unit Price | Subtotal      |
|-----|-------------------------------------|---------|--------|-------------|-----------------|----------|------|--------------|------------------------|---------------|
|     | <input checked="" type="checkbox"/> | SERVICE |        | TST SERVICE |                 | 1        | SU   | \$100.00 USD | \$-100.00 USD          | \$-100.00 USD |

Service Sheet Details Service Sheet #: 80V4405300393 Service Line No.: 1

Service Period Service Start Date: 18 Nov 2023 Service End Date: 23 Nov 2023

Line Item Actions

Update Save Exit **Next**

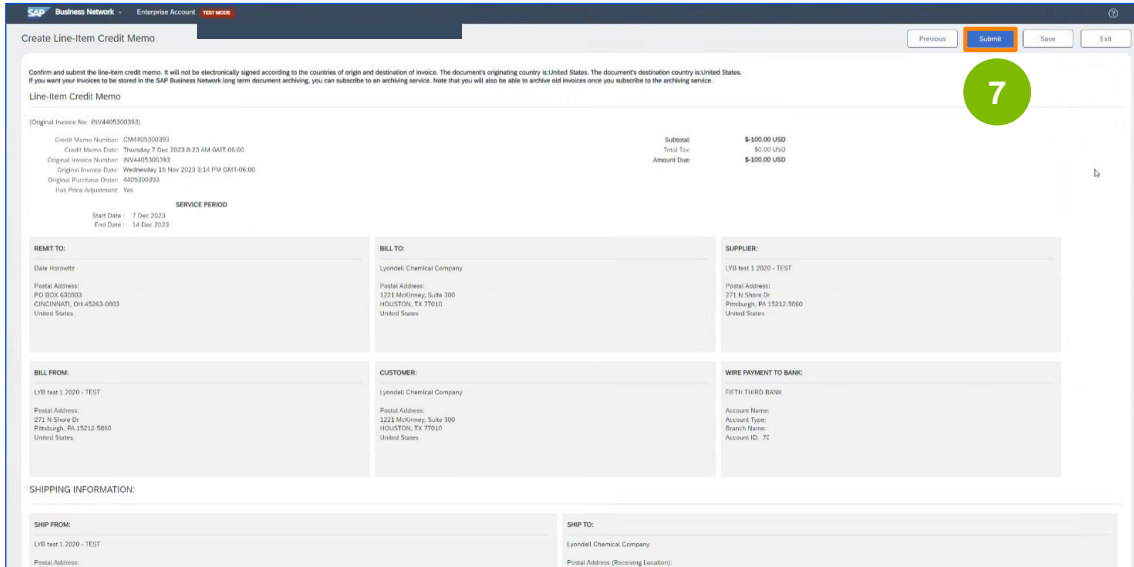


- Als er **Belastingen/BTW** van toepassing zijn, moeten deze ook worden toegevoegd aan de creditnota.
- De **Prijzen** moeten altijd negatief zijn.

## Methoden voor indienen factuur - Credit Memo (itemniveau)

7

Controleer uw factuur op juistheid op de pagina **Controleren**. Als er geen wijzigingen nodig zijn, klikt u op **Verzenden** om de factuur naar LyondellBasell te sturen.



SAP Business Network - Enterprise Account - TEST MODE

Create Line-Item Credit Memo

Confirm and submit the line-item credit memo. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is United States. The document's destination country is United States. If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Line-Item Credit Memo

(Original Invoice No: RV4405300393)

|                                                                |                           |
|----------------------------------------------------------------|---------------------------|
| Credit Memo Number: CMA405300393                               | Subtotal: \$-100.00 USD   |
| Credit Memo Date: Thursday 7 Dec 2023 8:23:44 AM GMT-06:00     | Tax: \$0.00 USD           |
| Original Invoice Number: RV4405300393                          | Amount Due: \$-100.00 USD |
| Original Invoice Date: Wednesday 23 Nov 2023 2:14 PM GMT-06:00 |                           |
| Original Purchase Order: A005000293                            |                           |
| Item Price Adjustment: Yes                                     |                           |


SERVICE PERIOD

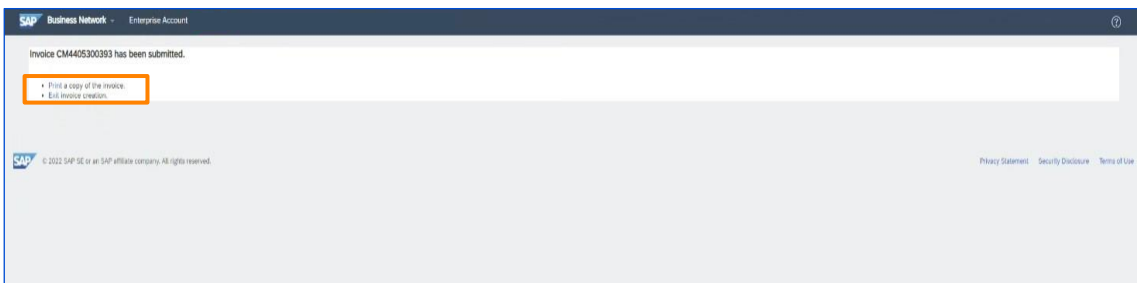
Start Date: 7 Dec 2023  
End Date: 14 Dec 2023

|                                                                                                                                |                                                                                                                                    |                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <b>REMIT TO:</b><br>Date Horwitz<br>Postal Address:<br>PO BOX 820003<br>CINCINNATI, OH 45203-0003<br>United States             | <b>BILL TO:</b><br>Lyondell Chemical Company<br>Postal Address:<br>1222 McKinney, Suite 300<br>HOUSTON, TX 77010<br>United States  | <b>SUPPLIER:</b><br>LYB test 1 2020 - TEST<br>Postal Address:<br>271 N Shore Dr<br>Pittsburgh, PA 15212-5860<br>United States |
| <b>BILL FROM:</b><br>LYB test 1 2020 - TEST<br>Postal Address:<br>271 N Shore Dr<br>Pittsburgh, PA 15212-5860<br>United States | <b>CUSTOMER:</b><br>Lyondell Chemical Company<br>Postal Address:<br>1222 McKinney, Suite 300<br>HOUSTON, TX 77010<br>United States | <b>WIRE PAYMENT TO BANK:</b><br>FIFTH THIRD BANK<br>Account Name:<br>Account Type:<br>Branch Name:<br>Account ID: TC          |

SHIPPING INFORMATION:

|                                                                |                                                                                      |
|----------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <b>SHIP FROM:</b><br>LYB test 1 2020 - TEST<br>Postal Address: | <b>SHIP TO:</b><br>Lyondell Chemical Company<br>Postal Address (Receiving Location): |
|----------------------------------------------------------------|--------------------------------------------------------------------------------------|

 **Opmerking:** Sla uw factuur op elk gewenst moment op, om er later aan te werken. U kunt conceptfacturen maximaal 7 dagen bewaren.




SAP Business Network - Enterprise Account

Invoice CMA405300393 has been submitted.

- Print a copy of the invoice
- End invoice creation

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 **Opmerking:** U krijgt een melding dat er een factuur is ingediend. U kunt op de knop **Afdrukken** klikken om de factuur af te drukken of op de knop **Afsluiten** om andere acties uit te voeren.



## Methoden voor het indienen van facturen - Facturen kopiëren

De volgende stappen zijn voor **Leveranciers van LyondellBasell**



## Methoden voor het indienen van facturen - Facturen kopiëren

1

Klik op de startpagina van het Ariba Network op het tabblad Workbench om facturen te bekijken.

SAP Business Network Enterprise Account

Home Enablement Discovery **Workbench** Orders Fulfillment Invoices Payments Catalogs Reports Assessments Create

Orders and Releases All customers Exact match Order number

Overview Getting started

182 New orders Last 31 days

998 Orders Last 31 days

154 Orders to invoice Last 31 days

253 Invoices Last 31 days

40 Items to confirm Last 31 days

More

My widgets All customers Customize

Purchase orders Last 3 months Invoice aging Activity feed All View all

2

De Workbench-pagina verschijnt. Ga naar het tabblad **Facturen** en selecteer het icoon “...” voor de factuur die u wilt kopiëren.

SAP Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs Reports Assessments Create

Workbench Customize

190 New orders Last 31 days

832 Orders Last 31 days

144 Orders to invoice Last 31 days

232 Invoices Last 31 days

39 Items to confirm Last 31 days

21 Items to ship Last 31 days

133 Service sheets Last 31 days

0 Pinned documents

Invoices (232)

Edit filter Save filter Last 31 days

Customers Invoice number Reference Invoice date

Select or type selections Type selection Type input Last 31 days

Partial match Exact match

Show more Apply Reset

| Type             | Invoice Number | Customer                         | Reference  | Source Document | Submission Method | Origin   | Invoiced Date | Amount     | Routing Status | Invoice Status | Actions |
|------------------|----------------|----------------------------------|------------|-----------------|-------------------|----------|---------------|------------|----------------|----------------|---------|
| Standard Invoice | 17415872       | Lyondell Chemical Company - TEST | 4404969104 | Order           | Online            | supplier | Oct 5, 2023   | \$1500 USD | Acknowledged   | Approved       | ...     |





## Methoden voor het indienen van facturen - Facturen kopiëren

3

Er verschijnt een vervolkeuzemenu. Selecteer **Kopiëren** om verder te gaan.

The screenshot shows the SAP Ariba Workbench interface. At the top, there are several cards representing different metrics: 190 New orders, 832 Orders, 144 Orders to invoice, 232 Invoices, 39 Items to confirm, 21 Items to ship, 133 Service sheets, and 0 Pinned documents. Below this is a section for 'Invoices (232)' with various filters and a table of invoice data. A context menu is open over the table, with the 'Copy' option highlighted. A green circle with the number '3' is placed over the 'Copy' option.

| Type             | Invoice Number | Customer                         | Reference  | Source Document | Submission Method | Origin   | Invoiced Date | Amount     | Routing Status | Invoice  | Actions |
|------------------|----------------|----------------------------------|------------|-----------------|-------------------|----------|---------------|------------|----------------|----------|---------|
| Standard Invoice | 17415872       | Lyondell Chemical Company - TEST | 4404969104 | Order           | Online            | supplier | Oct 5, 2023   | \$1500 USD | Acknowledged   | Approved | Copy    |

4

De velden zijn al ingevuld vanaf de vorige factuur, behalve het factuurnummer. Voer een nieuw factuurnummer in en bewerk de andere velden als dat nodig is.

The screenshot shows the 'Invoice: Copy of 17415872' form in SAP Ariba. The 'Invoice Header' section contains various fields. The 'Invoice #' field is highlighted with a red box and a green circle containing the number '4'. Other fields include 'Purchase Order', 'Invoice Date', 'Service Description', 'Supplier Tax ID', 'Name to', 'Ship From', 'Ship To', 'Payment Term', and 'Additional Fields'.



**Opmerking:** Zorg er bij BTW regels voor dat de leveringsdatum op itemniveau correct is. Als u letters wilt toevoegen in het veld Factuur #, moet dit in allemaal hoofdletters zijn.



## Methoden voor het indienen van facturen - Facturen kopiëren

5 Klik op **Volgende** om verder te gaan.

Subtotal: \$1,500.00 USD  
Total Tax: \$0.00 USD  
Amount Due: \$1,500.00 USD

6 Controleer uw factuur op juistheid op de pagina **Controleren**. Als er geen wijzigingen nodig zijn, klikt u op **Verzenden** om de factuur naar LyondellBasell te sturen.

Invoice: Copy of 4200017727

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is United States. The document's destination country is United States. If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: 754534345  
Invoice Date: Thursday 9 Oct 2023 4:29 PM GMT+05:30  
Original Purchase Order: 4200017727

Subtotal: \$200.00 USD  
Total Tax: \$0.00 USD  
Amount Due: \$200.00 USD

SERVICE PERIOD  
Start Date: 31 Oct 2023  
End Date: 31 Oct 2023

| REMIT TO:                  | BILL TO:                                                                                                                                                         | SUPPLIER:              |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Jon Doe<br>Postal Address: | Channelview Equistar<br>Postal Address:<br>8281 Sheldon Road<br>Channelview, TX 77530-2963<br>United States<br>Address ID: CHO<br>Phone (work): +1 (281) 4528888 | LYB test 1 2020 - TEST |

| BILL FROM:                                | CUSTOMER:                                                                                                                      | WIRE PAYMENT TO BANK:                                                                           |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| LYB test 1 2020 - TEST<br>Postal Address: | Channelview Equistar<br>Postal Address:<br>8281 Sheldon Road<br>Channelview, TX 77530-2963<br>United States<br>Address ID: CHO | FIFTH THIRD BANK<br>Account Name:<br>Account Type:<br>Branch Name:<br>Account ID:<br>SWIFT Code |



**Opmerking:** Sla uw factuur op elk gewenst moment op, om er later aan te werken. U kunt conceptfacturen maximaal 7 dagen bewaren.



## Factuurbeheer - Een factuur zoeken

De volgende stappen zijn voor **Leveranciers van LyondellBasell**



## Factuurbeheer - Een factuur zoeken

1 Selecteer in het tabblad **Facturen** om te zoeken.

SAP Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs Reports Assessments Create

Invoices Lyondell Chemical Compar Exact match

Overview Getting started

|                                   |                               |                                          |                                 |                                        |      |
|-----------------------------------|-------------------------------|------------------------------------------|---------------------------------|----------------------------------------|------|
| 193<br>New orders<br>Last 31 days | 840<br>Orders<br>Last 31 days | 146<br>Orders to invoice<br>Last 31 days | 234<br>Invoices<br>Last 31 days | 39<br>Items to confirm<br>Last 31 days | More |
|-----------------------------------|-------------------------------|------------------------------------------|---------------------------------|----------------------------------------|------|

My widgets All customers Customize

|                                             |                            |                               |
|---------------------------------------------|----------------------------|-------------------------------|
| Purchase orders Last 3 months<br>€2.02M EUR | Invoice aging<br>€664K EUR | Activity feed All<br>View all |
|---------------------------------------------|----------------------------|-------------------------------|

Invoice paid Oct 05, 2023 | 04:42 PM | Lyondell Chemical Compan...  
82509310 \$1,500.00 USD

2 Selecteer **LyondellBasell** in het vervolgkeuzemenu Klant.

SAP Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs Reports Assessments Create

Invoices Lyondell Chemical Compar Invoice Number

Overview Getting started

|                                   |                               |                                          |                                 |                                        |      |
|-----------------------------------|-------------------------------|------------------------------------------|---------------------------------|----------------------------------------|------|
| 193<br>New orders<br>Last 31 days | 840<br>Orders<br>Last 31 days | 146<br>Orders to invoice<br>Last 31 days | 234<br>Invoices<br>Last 31 days | 39<br>Items to confirm<br>Last 31 days | More |
|-----------------------------------|-------------------------------|------------------------------------------|---------------------------------|----------------------------------------|------|

My widgets All customers Customize

|                                             |                            |                               |
|---------------------------------------------|----------------------------|-------------------------------|
| Purchase orders Last 3 months<br>€2.02M EUR | Invoice aging<br>€664K EUR | Activity feed All<br>View all |
|---------------------------------------------|----------------------------|-------------------------------|

Invoice paid Oct 05, 2023 | 04:42 PM | Lyondell Chemical Compan...  
82509310 \$1,500.00 USD



## Factuurbeheer - Een factuur zoeken

3 Voer het gewenste factuurnummer in.

The screenshot shows the SAP Business Network interface. At the top, there is a navigation bar with various menu items. Below the navigation bar, there is a search bar with the text "Invoices" and "Lyondell Chemical Compar" selected. The search input field contains the number "11221654". A green circle with the number "3" highlights the search input field. Below the search bar, there is a dashboard with several widgets. The first widget shows "193 New orders" and "840 Orders". The second widget shows "146 Orders to invoice" and "234 Invoices". The third widget shows "39 Items to confirm". Below the dashboard, there is a "My widgets" section with "Purchase orders" and "Invoice aging" widgets. The "Purchase orders" widget shows a value of "€2.02M EUR" and the "Invoice aging" widget shows a value of "€664K EUR".

4 Klik op de knop **Zoeken** om de zoekresultaten weer te geven.

The screenshot shows the same SAP Business Network interface as the previous one. The search bar still contains the number "11221654". A green circle with the number "4" highlights the search button (magnifying glass icon) to the right of the search input field. The rest of the interface, including the dashboard and widgets, remains the same.



## Factuurbeheer - Een factuur zoeken

5

De gewenste factuur wordt weergegeven. Selecteer het factuurnummer om de details te bekijken.

The screenshot shows the SAP Business Network interface for searching invoices. The search filters are set to Customer: Lyondell Chemical Company - TEST and Invoice Number: 11221654. The search results table shows one invoice with the number 11221654 highlighted. A red circle with the number 5 is overlaid on the invoice number in the table.

| Invoice # | Customer                         | Reference  | Submit Method | Origin   | Self Billing | Source Doc | Date        | Amount       | Routing Status | Invoice Status   |
|-----------|----------------------------------|------------|---------------|----------|--------------|------------|-------------|--------------|----------------|------------------|
| 11221654  | Lyondell Chemical Company - TEST | 4404965929 | Online        | Supplier | No           | Order      | 11 Jul 2023 | \$100.00 USD | On Hold        | Pending Approval |

The screenshot shows the details of invoice 11221654. The invoice is in a 'Pending Approval' status. The subtotal is \$100.00 USD, and the amount due is \$100.00 USD. The service period is from 11 Jul 2023 to 11 Jul 2023. The supplier is LYB test 1 2020 - TEST.

**Status**  
Invoice: Pending Approval  
Routing: On Hold

**Subtotal:** \$100.00 USD  
**Total Tax:** \$0.00 USD  
**Amount Due:** \$100.00 USD

**SERVICE PERIOD**  
Start Date: 11 Jul 2023  
End Date: 11 Jul 2023

| REMIT TO:                                                                                 | BILL TO:                                                                                                                          | SUPPLIER:                                                                                                 |
|-------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Jon Doe<br>Postal Address:<br>PO BOX 630803<br>CINCINNATI, OH 45263-0803<br>United States | Lyondell Chemical Company<br>Postal Address:<br>1221 McKinney, Suite 300<br>HOUSTON, TX 77010<br>United States<br>Address ID: 130 | LYB test 1 2020 - TEST<br>Postal Address:<br>271 N Shore Dr<br>Pittsburgh, PA 15212-5860<br>United States |



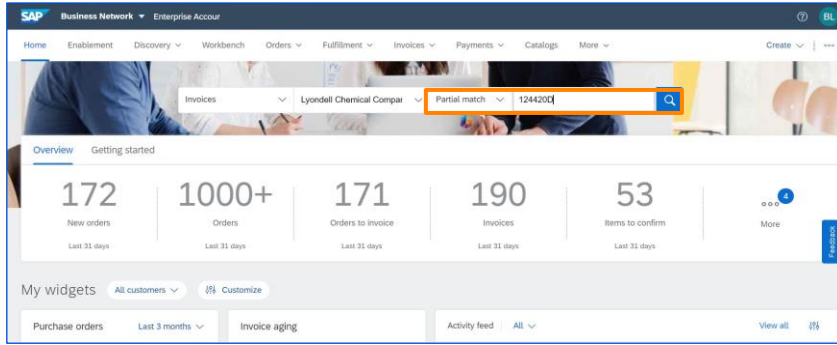
**Opmerking:** de details van de gewenste factuur worden weergegeven.



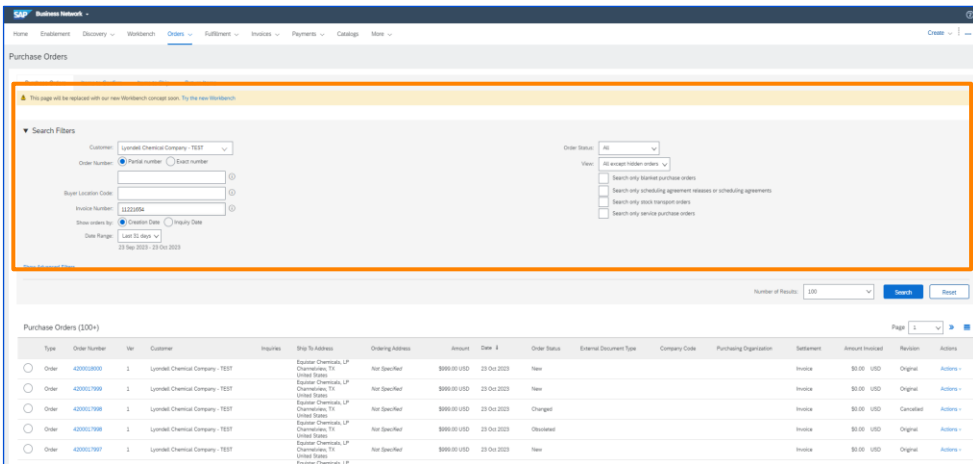
## Factuurbeheer - Een factuur zoeken



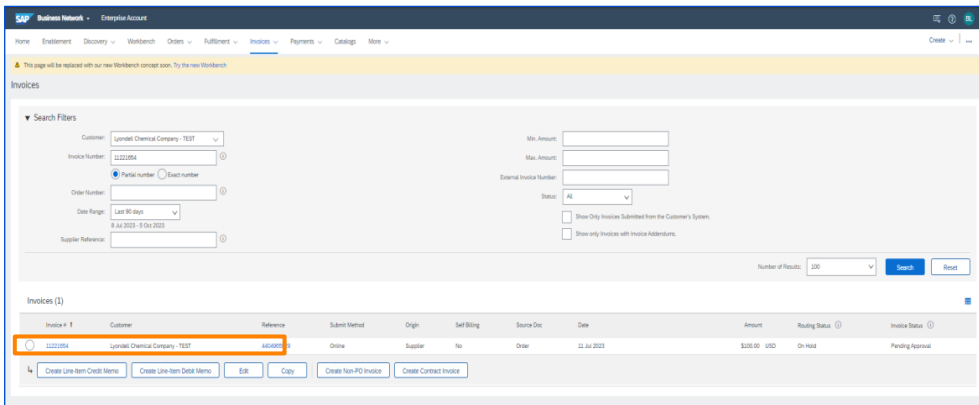
**Opmerking:** Als u het exacte factuurnummer niet weet, kunt u in het vervolgkeuzemenu een gedeeltelijke overeenkomst selecteren en op zoeken klikken.



Selecteer de gewenste zoekfilters voor verfijnde zoekresultaten en klik op Zoeken.



De gewenste factuur verschijnt. U kunt op het factuurnummer klikken om meer details te bekijken.





## Factuurbeheer - Factuurstatus controleren

De volgende stappen zijn voor **Leveranciers van LyondellBasell**





## Factuurbeheer - Factuurstatus controleren

1

Selecteer op de startpagina van het Ariba Network het tabblad **Workbench** om een lijst met facturen weer te geven.

SAP Business Network Enterprise Account

Home Enablement Discovery **Workbench** Orders Fulfillment Invoices Payments Catalogs Reports Assessments Create

Invoices Lyondell Chemical Compar Exact match

Overview Getting started

193 New orders Last 31 days

840 Orders Last 31 days

146 Orders to invoice Last 31 days

234 Invoices Last 31 days

39 Items to confirm Last 31 days

My widgets All customers Customize

Purchase orders Last 3 months €2.02M EUR

Invoice aging €664K EUR

Activity feed All Invoice paid Oct 05, 2023 | 04:42 PM | Lyondell Chemical Compan... 82509310 \$1,500.00 USD

2

Het tabblad **Workbench** verschijnt. Selecteer **Facturen** om een lijst met facturen met hun **Routing en Factuurstatus** weer te geven.

SAP Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs Reports Assessments Create

Workbench

208 New orders Last 31 days

984 Orders Last 31 days

163 Orders to invoice Last 31 days

241 Invoices Last 31 days

51 Items to confirm Last 31 days

78 Items to ship Last 31 days

135 Service sheets Last 31 days

0 Pinned documents

Invoices (241)

Customers Invoice number Reference Invoice date Invoice type

| Type             | Invoice Number | Customer                         | Reference  | Source Document | Submission Method | Origin   | Invoiced Date | Amount    | Routing Status | Invoice Status   | Self Billing | Actions |
|------------------|----------------|----------------------------------|------------|-----------------|-------------------|----------|---------------|-----------|----------------|------------------|--------------|---------|
| Standard Invoice | 85043546       | Lyondell Chemical Company - TEST | 4404969229 | Order           | Online            | supplier | Oct 9, 2023   | \$250 USD | Acknowledged   | Approved         | No           | ...     |
| Standard Invoice | 79894255       | Lyondell Chemical Company - TEST | 4404969225 | Order           | Online            | supplier | Oct 9, 2023   | \$100 USD | Acknowledged   | Paid             | No           | ...     |
| Standard Invoice | 79779730       | Lyondell Chemical Company - TEST | 4404969221 | Order           | Online            | supplier | Oct 9, 2023   | \$250 USD | Acknowledged   | Approved         | No           | ...     |
| Standard Invoice | 15295539       | Lyondell Chemical Company - TEST | 4404969222 | Order           | Online            | supplier | Oct 9, 2023   | \$150 USD | On Hold        | Pending Approval | No           | ...     |
| Standard Invoice | 5800438        | Lyondell Chemical Company - TEST | 4404969219 | Order           | Online            | supplier | Oct 9, 2023   | \$250 USD | On Hold        | Pending Approval | No           | ...     |
| Standard Invoice | 838404969209   | Lyondell Chemical Company - TEST | 4404969209 | Order           | Online            | supplier | Oct 7, 2023   | \$100 USD | On Hold        | Pending Approval | No           | ...     |
| Standard Invoice | 838404969209   | Lyondell Chemical Company - TEST | 4404969209 | Order           | Online            | supplier | Oct 7, 2023   | \$80 USD  | Acknowledged   | Approved         | No           | ...     |
| Standard Invoice | 80261790       | Lyondell Chemical Company - TEST | 4300027969 | Order           | Online            | supplier | Oct 9, 2023   | \$15 USD  | Acknowledged   | Approved         | No           | ...     |



**Opmerking:** U kunt de zoekopdracht ook verfijnen door te zoeken op factuurnummer.



## Factuurbeheer - Factuurstatus controleren



### Opmerking:

Als u factuurmeldingen hebt geconfigureerd, ontvangt u e-mails over wijzigingen in de factuurstatus. U kunt de factuurstatus controleren door de factuurkoppeling in de e-mail te selecteren of door direct in te loggen op het Ariba Network met behulp van de zoekinstructies.

**Routing Status** geeft de status weer van de verzending van de factuur naar LyondellBasell via het Ariba Network.

- **Geannuleerd** - U hebt de factuur geannuleerd
- **Mislukt** - De factuur heeft LyondellBasell niet **bereikt**. Dit kan te wijten zijn aan factureringsregels, controleer het tabblad Geschiedenis voor de reden van afwijzing.
- **In de wachtrij** - Ariba Network heeft de factuur ontvangen maar nog niet verwerkt
- **Verzonden** - Ariba Network heeft de factuur naar een wachtrij verzonden. De factuur wacht op de klant om opgehaald te worden.
- **Bevestigd** - LyondellBasell heeft de ontvangst van de factuur **bevestigd**.

**Factuurstatus** geeft de specifieke status van uw factuur weer.

- **Verzonden** - LyondellBasell facturatieapplicatie heeft de factuur ontvangen, maar heeft de factuur nog niet geverifieerd aan de hand van inkooporders en kwitanties.
- **Goedgekeurd** - LyondellBasell heeft de factuur gecontroleerd aan de hand van de inkooporders en ontvangstbewijzen en goedgekeurd voor betaling.
- **Betaald** - LyondellBasell heeft de factuur betaald of is bezig met de betaling.
- **Afgewezen** - LyondellBasell heeft de factuur afgewezen of de factuur is niet gevalideerd door het Ariba Network.
- **Mislukt** - Ariba Network ondervond een probleem bij het indienen van de factuur



## **Factuurbeheer - Betalingsstatus controleren**

De volgende stappen zijn voor **Leveranciers van LyondellBasell**



## Factuurbeheer - Betalingsstatus controleren

1

Selecteer op de startpagina van het Ariba Network het tabblad **Workbench** om een lijst met facturen weer te geven.

SAP Business Network Enterprise Account

Home Enablement Discovery **Workbench** Orders Fulfillment Invoices Payments Catalogs Reports Assessments Create

Overview Getting started

193 New orders (Last 31 days) | 840 Orders (Last 31 days) | 146 Orders to invoice (Last 31 days) | 234 Invoices (Last 31 days) | 39 Items to confirm (Last 31 days)

My widgets: Purchase orders (€2.02M EUR), Invoice aging (€664K EUR), Activity feed

Invoice paid: Oct 05, 2023 | 04:42 PM | Lyondell Chemical Compan... | \$1,500.00 USD

2

Het tabblad Workbench wordt weergegeven. Selecteer het factuurnummer om de betalingsgegevens van de factuur te bekijken. Controleer of de factuurstatus is ingesteld op Betaald.

SAP Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs Reports Messages Assessments Create

Workbench

81 New orders (Last 31 days) | 473 Orders (Last 31 days) | 39 Orders to invoice (Last 31 days) | **29 Invoices** (Save filter) | 83 Items to confirm (Last 31 days) | 70 Items to ship (Last 31 days) | 23 Service sheets (Last 31 days) | 0 Pinned documents

Invoices (29)

Customers: Select or type selections | Invoice number: Type selection | Reference: Type input | Invoice date: Last 31 days | Invoice type: All

Show more

| Type             | Invoice Number | Customer                         | Reference  | Source Document | Submission Method | Origin   | Invoiced Date | Amount   | Routing Status | Invoice Status | Self Billing | Actions |
|------------------|----------------|----------------------------------|------------|-----------------|-------------------|----------|---------------|----------|----------------|----------------|--------------|---------|
| Standard Invoice | 4405300301 B3  | Lyondell Chemical Company - TEST | 4405300301 | Order           | Online            | supplier | Nov 14, 2023  | \$10 USD | Acknowledged   | Paid           | No           | ...     |
| Standard Invoice | 4405300301 B2  | Lyondell Chemical Company - TEST | 4405300301 | Order           | Online            | supplier | Nov 14, 2023  | \$10 USD | Acknowledged   | Paid           | No           | ...     |



## Factuurbeheer - Betalingsstatus controleren

3

De factuurgegevens worden weergegeven. Klik op het tabblad **Geplande betalingen** om het komende betalingschema te bekijken.

Invoice: 4405300301B3

Copy This Invoice **3** Download PDF Export cXML

Detail **Scheduled Payments** Remittance History

Standard Invoice

|                                                       |                            |
|-------------------------------------------------------|----------------------------|
| Status: Invoice: Paid                                 | Subtotal: \$10.00 USD      |
| Routing: Acknowledged                                 | Total Tax: \$0.00 USD      |
| Invoice Number: 4405300301B3                          | Total Shipping: \$0.00 USD |
| Invoice Date: Wednesday 15 Nov 2023 1:38 AM GMT+08:00 | Amount Due: \$10.00 USD    |
| Original Purchase Order: 4405300301                   |                            |
| Submission Method: Online                             |                            |
| Origin: Supplier                                      |                            |
| Source Document: Order                                |                            |

REMIT TO: Dale Horowitz, Postal Address: PO BOX 630803, Adres

BILL TO: Houston Refining LP, Postal Address: Adres

SUPPLIER: LYB test 1 2020 - TEST, Postal Address: Adres

BILL FROM: LYB test 1 2020 - TEST, Postal Address: 771 N. Shore Dr.

CUSTOMER: Houston Refining LP, Postal Address: 1721 Mocklinev, Suite 700

WIRE PAYMENT TO BANK: FIFTH THIRD BANK, Account Name: CINTAS CORPORATION, Account Type: Checking

4

Het tabblad Geplande betalingen verschijnt. Hier kunt u de details en status van de betaling bekijken. Klik op het tabblad **Betalingen** om de details van de betalingen te bekijken.

Invoice: 4405300301B3

Copy This Invoice Download PDF Export cXML

Detail Scheduled Payments **Remittance** History **4**

| Payment Proposal | Received Date | Accepted Date | Planned Payment Date | Method | Original Amount | Discount/Interest | Adjustment | Amount Due  | Status | Action |
|------------------|---------------|---------------|----------------------|--------|-----------------|-------------------|------------|-------------|--------|--------|
|                  | 14 Nov 2023   |               |                      | ACH    | \$10.00 USD     | \$0.00 USD        |            | \$10.00 USD | Paid   |        |

Copy This Invoice Download PDF Export cXML

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## Factuurbeheer - Betalingsstatus controleren

5

De details van de overschrijving verschijnen. Klik op het **referentienummer** om het document met betalingsgegevens te bekijken.

Invoice: 4405300301B3

Copy This Invoice Download PDF Export cXML

Detail Scheduled Payments Remittance History

| Reference No.         | Type | Payment Proposal | Status | Payment Date | Method | Received On |
|-----------------------|------|------------------|--------|--------------|--------|-------------|
| 2.20231114.6900196445 |      |                  | Paid   | 14 Nov 2023  | ACH    | 14 Nov 2023 |

Gross: \$10.00 USD  
Discount: \$0.00 USD  
Adjustment: \$0.00 USD  
Net: \$10.00 USD

Copy This Invoice Download PDF Export cXML

6

De details van de overschrijving verschijnen. Scroll naar beneden om regelitems te bekijken en klik op **Klaar** om af te sluiten.

Remittance Advice 2.20231114.6900196445 (paid)

Print Export iXBRL Download CSV

Detail History

**LYB** LyondellBasell

From: Lyondell Chemical Company - TEST  
To: LYB NW 1 2023 - TEST

REMITTANCE ADVICE  
2.20231114.6900196445 (paid)  
Gross Amount: \$30.00 USD  
Withholding Tax: \$0.00 USD  
Amount Paid: \$30.00 USD  
Estimated Settlement on: 14 Nov 2023

Payment Detail

Payment Method: ACH (payment)  
Reference Number: 6900396445  
Product Payment: 2.20231114.6900196445  
Identified Collection: None

ADDITIONAL INFORMATION

Line Items (3)

| Line # | Payable Reference                    | Gross Amount | Discount   | Withholding Tax | Adjustment | Net Amount Paid | Scheduled Payment |
|--------|--------------------------------------|--------------|------------|-----------------|------------|-----------------|-------------------|
| 1      | Invoice: 4405300301B3 (Direct Debit) | \$30.00 USD  | \$0.00 USD |                 |            | \$30.00 USD     |                   |
| 2      | Invoice: 4405300301B2 (Direct Debit) | \$30.00 USD  | \$0.00 USD |                 |            | \$30.00 USD     |                   |
| 3      | Invoice: 4405300301B3 (Direct Debit) | \$30.00 USD  | \$0.00 USD |                 |            | \$30.00 USD     |                   |

Gross Amount: \$30.00 USD  
Discount Applied: \$0.00 USD  
Withholding Tax: \$0.00 USD  
Adjustment: \$0.00 USD  
Amount Paid: \$30.00 USD



**Opmerking:** Het nummer van het betalingsadvies combineert de overmaakdatum en /-nummer. De eerste acht cijfers zijn het jaar, de maand en de datum, gevolgd door het verrekeningsnummer van de bank.



## Factuurbeheer - Betalingsstatus controleren

**Opmerking:** U kunt een lijst met alle afdrachten in bulk bekijken door naar **Facturen > Overboekingen** te gaan.

| Invoice Number | Customer                         | Reference  | Invoiced Date | Amount       | Routing Status | Invoice Status | From address                                 | To address                            | Actions |
|----------------|----------------------------------|------------|---------------|--------------|----------------|----------------|----------------------------------------------|---------------------------------------|---------|
| INV4405300309C | Lyondell Chemical Company - TEST | 4405300309 | Nov 14, 2023  | \$390000 USD | Acknowledged   | Approved       | LYB test 1 2020 - TEST, Pitt sburgh, PA, USA | Houston Refining LP, HOUSTON, TX, USA | ...     |
| INV4405300309B | Lyondell Chemical Company - TEST | 4405300309 | Nov 14, 2023  | \$390000 USD | Acknowledged   | Approved       | LYB test 1 2020 - TEST, Pitt sburgh, PA, USA | Houston Refining LP, HOUSTON, TX, USA | ...     |

Er verschijnt een lijst met alle overboekingen.

| Transaction           | Customer                         | Payment Date | Account ID | Method | Reference Number | Gross     | Discount | Adjustment | Net       | Status | Routing Status | Difference |
|-----------------------|----------------------------------|--------------|------------|--------|------------------|-----------|----------|------------|-----------|--------|----------------|------------|
| Z.20231114.6900196445 | Lyondell Chemical Company - TEST | Nov 14, 2023 |            | ACH    | 6900196445       | \$30 USD  | \$0 USD  | \$0 USD    | \$30 USD  | Paid   | Sent           |            |
| Z.20231114.6900196444 | Lyondell Chemical Company - TEST | Nov 14, 2023 |            | ACH    | 6900196444       | \$300 USD | \$0 USD  | \$0 USD    | \$300 USD | Paid   | Sent           |            |
| Z.20231114.690019644  | Lyondell Chemical Company - TEST | Nov 14, 2023 |            | ACH    | 6900196443       | \$808 USD | \$0 USD  | \$0 USD    | \$808 USD | Paid   | Sent           |            |



## **Factuurbeheer - Factuurgeschiedenis**

De volgende stappen zijn voor **Leveranciers van LyondellBasell**





## Factuurbeheer - Factuurgeschiedenis

1

Open de gewenste factuur waarvoor u de factuurgeschiedenis wilt bekijken. Klik op het tabblad **Geschiedenis** om verder te gaan.

Invoice: 10060220

Copy This Invoice Print Download PDF Export cXML

Detail Scheduled Payments **History**

Standard Invoice

**Status**  
Invoice: Paid  
Routing: Acknowledged  
Invoice Number: 10060220  
Invoice Date: Wednesday 20 Sep 2023 2:32 PM GMT+01:00  
Original Purchase Order: 4404968201  
Submission Method: Online  
Origin: Supplier  
Source Document: Order

**SERVICE PERIOD**  
Start Date : 20 Sep 2023  
End Date : 20 Sep 2023

2

De pagina Factuurgeschiedenis verschijnt met de geschiedenis en statusopmerkingen van de factuur. Bekijk de details en klik op **Klaar** om af te sluiten.

Invoice: 10060220

Copy This Invoice Download PDF Export cXML

Detail Scheduled Payments History

Invoice: 10060220  
Invoice Status: Paid  
Received By: SAP Business Network On: 20 Sep 2023 6:57:25 PM GMT+05:30  
Submitted By: Bradley Lapp

To: Lyondell Chemical Company - TEST  
Routing Status: Acknowledged

| Status       | Comments                                                                                          | Changed By                    | Date and Time          |
|--------------|---------------------------------------------------------------------------------------------------|-------------------------------|------------------------|
|              | The invoice was successfully received.                                                            | LYB test 1 2020 - TEST        | 20 Sep 2023 6:57:20 PM |
| On Hold      | cXML InvoiceDetailRequest queued                                                                  | Supplier                      | 20 Sep 2023 6:57:32 PM |
|              | Invoice date automatically changed to 2023-09-20T14:32:01+01:00 after service sheet approval      | PropagatorProcessor-109548034 | 20 Sep 2023 7:02:02 PM |
|              | The invoice status has been successfully updated to approved by Lyondell Chemical Company - TEST. | PropagatorProcessor-109548034 | 20 Sep 2023 7:02:02 PM |
| Queued       |                                                                                                   | Supplier                      | 20 Sep 2023 7:02:02 PM |
|              | Comments from Lyondell Chemical Company - TEST: Success                                           | PropagatorProcessor-109542020 | 20 Sep 2023 7:02:54 PM |
| Acknowledged |                                                                                                   | Supplier                      | 20 Sep 2023 7:02:55 PM |
|              | The invoice status has been successfully updated to Approved by Lyondell Chemical Company - TEST. | PropagatorProcessor-109523038 | 20 Sep 2023 7:06:04 PM |
|              | The invoice status has been successfully updated to Paid by Lyondell Chemical Company - TEST.     | PropagatorProcessor-109548036 | 20 Sep 2023 7:13:12 PM |

Copy This Invoice Download PDF Export cXML

Done



**Opmerking:** De transactiegeschiedenis kan worden gebruikt om problemen met mislukte of geweigerde transacties vast te stellen.



## Factuurbeheer - Factuurrapporten

De volgende stappen zijn voor **Leveranciers van LyondellBasell**



## Factuurbeheer - Factuurrapporten

- 1 Klik op het tabblad **Rapporten** in het beginscherm van SAP Ariba om rapporten te maken.

SAP Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs Reports Assessments

Orders and Releases All customers Reports Order number

Overview Getting started

197 New orders Last 31 days

859 Orders Last 31 days

150 Orders to invoice Last 31 days

225 Invoices Last 31 days

37 Items to confirm Last 31 days

More

My widgets All customers Customize

- 2 De pagina Rapporten wordt weergegeven. Klik op **Maken** om een nieuw rapport te maken.

SAP Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs More

### Reports

Use CSV or Excel reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application does not read U

#### Report Templates

| Title ↑  | Schedule Type | Report Type | Status | Last Run | Next Run |
|----------|---------------|-------------|--------|----------|----------|
| No items |               |             |        |          |          |

Run Download Edit Copy Delete Create Refresh Status



**Opmerking:** Transactiegeschiedenis kan worden gebruikt bij het vaststellen van problemen voor mislukte, in behandeling zijnde of geweigerde transacties.



## Factuurbeheer - Factuurrapporten

3

Voer een **titel** in voor het rapport, selecteer een **rapporttype**, voeg andere details toe die u nodig acht en klik op **Volgende** om verder te gaan.

SAP Business Network - Enterprise Account

Report

Enter a title and description for this report. Check the Time Zone and Language settings. You can set the Time Zone and Language for each report. Then, select the Report Type.

1 Report Description

2 Criteria

Title: Report

Description:

Time zone: CET

Language: English

Report type: Invoice

Next Exit

4

Het gedeelte Criteria verschijnt. Klik op de knop **Selecteren** naast het veld Klant om LyondellBasell te zoeken.

SAP Business Network - Enterprise Account

Report

Set the parameters for this report. To save your changes and put the report into the queue to be run, click Submit. To exit without saving changes or running this report, click Exit.

1 Report Description

2 Criteria

Customer: All Customers Select

Invoice Number:

Invoice Amount: to

Routing Status: Any

Invoice Status: Any

Invoices without Payment Receipts

Created Date: 24 Sep 2023 To 24 Oct 2023

Maximum Results Returned: 100

Previous Submit Exit



## Factuurbeheer - Factuurrapporten

5

Het scherm Klanten selecteren verschijnt. Zoek en selecteer **LyondellBasell** en klik op **OK**.

Select customers

Selected Customers

No items

Remove

Company Name:  Search

Customer

Lyondell Chemical Company - TEST

Lyondell Chemical Company Supplemental - TEST

Add

OK Cancel

6

Voer de gewenste informatie voor het rapport in.

SAP Business Network Enterprise Account

Report

Previous Submit Exit

1 Report Description

2 Criteria

Set the parameters for this report. To save your changes and put the report into the queue to be run, click Submit. To exit without saving changes or running this report, click Exit.

Customer: Lyondell Chemical Company - TEST

Invoice Number:

Invoice Amount:  to

Routing Status: Any

Invoice Status: Any

Invoices without Payment Receipts

Created Date: 24 Sep 2023 To 24 Oct 2023

Maximum Results Returned: 100

Previous Submit Exit



**Opmerking:** Afhankelijk van het rapporttype dat u selecteert, kan dit scherm verschillen. Laat het veld factuurnummer leeg als u alle resultaten wilt bekijken.



## Factuurbeheer - Factuurrapporten

7 Klik op **Submit (Verzenden)** om verder te gaan.

SAP Business Network - Enterprise Account

Report

Set the parameters for this report. To save your changes and put the report into the queue to be run, click Submit. To exit without saving changes or running this report, click Exit.

1 Report Description

2 Criteria

Customer: Lyondell Chemical Company - TEST

Invoice Number:

Invoice Amount:  to

Routing Status: Any

Invoice Status: Any

Invoices without Payment Receipts

Created Date: 24 Sep 2023 To 24 Oct 2023

Maximum Results Returned: 100

Previous Submit Exit

8 U wordt doorgestuurd naar het scherm Rapporten. Klik op de knop **Status vernieuwen** om de bijgewerkte status van het rapport te bekijken.

SAP Business Network - Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs More

Reports

Use CSV or Excel reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application does not read UTF

Report Templates

| Title ↑       | Schedule Type | Report Type          | Status | Last Run | Next Run |
|---------------|---------------|----------------------|--------|----------|----------|
| Early Payment | Manual        | Early Payment Detail | Queued |          | st 2023  |

Run Download Edit Copy Delete Create Refresh Status



## Factuurbeheer - Factuurrapporten

9

Zodra de status van het rapport verandert in **Verwerkt**, klikt u op de knop **Downloaden** om het rapport te downloaden.

The screenshot shows the SAP Business Network interface for an Enterprise Account. The 'Reports' section is active, displaying a table of report templates. The table has columns for Title, Schedule Type, Report Type, Status, Last Run, Next Run, Created, Created By, and Report Size. A single report template is listed: 'Report1' with a 'Manual' schedule type, 'Invoice' report type, and 'Processed' status. Below the table, a row of action buttons is visible: Run, Download, Edit, Copy, Delete, Create, and Refresh Status. The 'Download' button is highlighted with a green circle containing the number 9. The SAP logo and copyright information are visible at the bottom left, and links for Privacy Statement, Security Disclosure, and Terms of Use are at the bottom right.

| Title   | Schedule Type | Report Type | Status    | Last Run    | Next Run | Created     | Created By   | Report Size |
|---------|---------------|-------------|-----------|-------------|----------|-------------|--------------|-------------|
| Report1 | Manual        | Invoice     | Processed | 25 Oct 2023 |          | 25 Oct 2023 | Bradley Lapp | 356 B       |



## Factuurbeheer - Facturen Archief

De volgende stappen zijn voor **Leveranciers van LyondellBasell**





## Factuurbeheer - Factuurarchief

1

Klik op het **Profiel-pictogram** -> **Instellingen** -> **Elektronische factuurroutering** om de pagina met netwerkinstellingen weer te geven.

Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs Reports Assessments

Orders and Releases All customers Exact match Order number

Overview Getting started

191 New orders Last 31 days

847 Orders Last 31 days

148 Orders to invoice Last 31 days

235 Invoices Last 31 days

39 Items to confirm Last 31 days

My widgets All customers Customize

Purchase orders Last 3 months

€2.04M EUR

Invoice aging

€673K EUR

Activity feed All

Order changed Oct 05, 2023 | 05:58 PM | Lyondell Chemical Compan... 4209001410

Order received Oct 05, 2023 | 05:56 PM | Lyondell Chemical Compan... 4209001410

Account Settings

Customer Relationships

Notifications

Account Registration

Network Settings

Electronic Order Routing

Electronic Invoice Routing

Accelerated Payments

Remittances

Data Deletion Criteria

Network Notifications

Audit Purge

Bradley Lapp LYB1@lyb.com

My Account

Link User IDs

Contact Administrator

LYB test 1 2020 - TEST AND: AN01496751624-T Premium Package

Company Profile

Marketing Profile

Settings

Logout

2

De pagina **Netwerkinstellingen** verschijnt. Selecteer het tabblad **Fiscale facturering en archivering**.

Business Network Enterprise Account

Network Settings

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement Data Deletion Criteria

General Tax Invoicing and Archiving

Capabilities & Preferences

Sending Method

Document Type Routing Method

Invoices Online

Customer Invoices Online

Notifications



**Opmerking:** Als u factuurarchivering configureert, kunt u de frequentie, directheid en levering van gezipte factuurarchieven opgeven.



## Factuurbeheer - Factuurarchief

3

De pagina Netwerkinstellingen verschijnt. Klik op de knop **Factuurarchivering configureren** om de regels voor factuurarchivering te configureren.

Network Settings

Electronic Order Routing | Electronic Invoice Routing | Accelerated Payments | Settlement | Data Deletion Criteria

General | Tax Invoicing and Archiving

Tax Information

Tax Classification: (no value) [v]  
Taxation Type: (no value) [v]  
Tax ID: [ ] Do not enter dashes  
State Tax ID: [ ] Do not enter dashes  
Regional Tax ID: [ ] Do not enter dashes  
Vat ID: [ ]  
 VAT Registered  
VAT Registration Document: <No document> [Upload]  
 Tax Clearance  
Tax Clearance Number: 9006104900  
Tax Clearance Document: <No document> [Upload]  
Tax Clearance Expiry Date: [ ]  
Exempt from Backup Withholding:  Yes  No

Invoice Archival

SAP Business 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 SAP Business Network to archive your invoices. Based on the option you have selected, SAP Business 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 SAP Business Network to wait for a 30-day period, click on the Archive Immediately checkbox on the Invoice Archival page.

**3**

Configure Invoice Archival

4

Selecteer de gewenste frequentie, kies **Onmiddellijk archiveren** om te archiveren zonder 30 dagen te wachten en klik op **Starten**. Als u wilt dat Ariba gearchiveerde zip-bestanden levert, voert u een URL voor het leveren van archieven in.

SAP Business Network Enterprise Account

Invoice Archival

SAP Business 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 SAP Business Network to archive your invoices. Based on the option you have selected, SAP Business 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 SAP Business Network to wait for a 30-day period, click on the Archive Immediately checkbox on the Invoice Archival page.

Twice Daily  
 Daily  
 Weekly  
 Every Two Weeks  
 Monthly

Archiving Start Time: 0 AM [v] : [ ] CET [i]

Archive Immediately

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

Archive Delivery URL: [ ]

**4**

**Opmerking:** U kunt de archieffrequentie op elk gewenst moment stoppen of bijwerken.





## Factuurbeheer - Factuurarchief

5 Klik op **Opslaan** om uw instellingen op te slaan.

SAP Business 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 SAP Business Network to archive your invoices. Based on the option you have selected, SAP Business 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 SAP Business 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: 8 AM : 8 CET

Archive Immediately

Stop Update Frequency

The first archive file will be available on 11/07/2023

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

Upload

Tax Clearance

Tax Clearance Number: 3606104900

Tax Clearance Document: -No document-  
Upload

Tax Clearance Expiry Date:

Exempt from Backup Withholding:  Yes  No

Invoice Archival

SAP Business 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 SAP Business Network to archive your invoices. Based on the option you have selected, SAP Business 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 SAP Business 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](#)

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. SAP Business 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.

If recurring or one time data deletion feature is enabled, the invoices from will be deleted. You may not be able to search or retrieve those invoices from the archiving service provider.

Save Close



**Opmerking:** U kunt ook naar het scherm voor fiscale facturering en archivering navigeren om te abonneren op langetermijn documentarchivering voor een geïntegreerde archiveringsoplossing.



**Bedankt!**



# Ariba Network Invoice Guide

## Job Aid

**Published:** October 2023  
**Owner:** Source-to-Pay Team



# English



## Purpose

The purpose of this job aid is to provide a step-by-step guide on how to submit and manage invoices in the Ariba Network.



## Target Audience

This job aid is for the following roles:

- **LyondellBasell Ariba Network Enabled Suppliers**

## Table of Contents

Navigate through the job aid by selecting the appropriate section:

- **Invoice Process – Invoice Rules**
- **Invoice Submission Methods - PO Flip (Materials)**
- **Invoice Submission Methods - PO Flip (Services)**
- **Invoice Submission Methods - Contract Invoices**
- **Invoice Submission Methods - Credit Memo (Header Level)**
- **Invoice Submission Methods - Credit Memo (Line Level)**
- **Invoice Submission Methods - Copy Invoices**
- **Invoice Management - Search for Invoice**
- **Invoice Management - Check Invoice Status**
- **Invoice Management - Check Payment Status**
- **Invoice Management - Invoice History**
- **Invoice Management - Invoice Reports**
- **Invoice Management - Invoice Archival**



## References

You can view additional information here:

- **LyondellBasell Supplier Site**





## Procure-to-Pay Process: Goods Receipt

1

PO Acknowledgement

2

Order Confirmation

3

Advanced Shipment Notification

4

Goods Receipt  
(Materials Only)



5

Invoice



### Receive Order

Each order must be received in order to invoice.



### Order Processing

LyondellBasell standard Goods Receipt processing time is **2-3 days**.

Following Goods Receipts posting, the **Received** status is automatically sent to the Ariba Network, informing the supplier that it's ready to Invoice.



### Goods Receipt Inquiries

Goods Receipt inquiries should be sent to PO Technical Support, who's email address is shown on the Purchase Order.





## Procure-to-Pay Process: Invoicing

1

PO Acknowledgement

2

Order Confirmation

3

Advanced Shipment  
Notification

4

Goods Receipt (Materials  
Only)

5

Invoice



### Supported on the Ariba Network

- ✓ **Submitting single and mass Invoices via the Ariba Network**
- ✓ **Supplier Enhanced Visibility**  
Invoice Statuses  
History  
Reporting
- ✓ **Built-In Serial Rules Prior to Invoicing:**  
PO Acknowledgement  
Order Confirmation  
Advanced Shipment Notices  
Goods Receipt
- ✓ **PO Quantity & Price Must Match**
- ✓ **Material, Repairs, and Service POs**
- ✓ **Partial Invoices**
- ✓ **Shipping/Tax on Invoice Header**
- ✓ **Credit Memos**
- ✓ **Backdating**



## Procure-to-Pay Process: Invoicing

1

PO Acknowledgement

2

Order Confirmation

3

Advanced Shipment  
Notification

4

Goods Receipt  
(Materials Only)

5

Invoice



### Not Supported on the Ariba Network

- ✗ Paper (PDF) Invoices**  
LyondellBasell requires invoices to be submitted electronically through the Ariba Network; LyondellBasell will no longer accept paper invoices via Email
- ✗ Non-PO Invoices, Summary or Consolidated Invoices**  
Applying against multiple purchase orders; not accepted by LyondellBasell
- ✗ Invoicing for Purchasing Cards (P-Cards)**  
An invoice for an order placed using a purchasing card; not accepted by LyondellBasell
- ✗ Duplicate Invoices**  
A new and unique invoice number must be provided for each invoice; LyondellBasell will reject duplicate invoice numbers unless resubmitting a corrected invoice that previously had a failed status on Ariba Network
- ✗ Additional Line Items**  
Cannot add additional line items to a PO Invoice.



## Invoice Process – Invoice Rules

The following steps are for **LyondellBasell Suppliers**



## Invoice Process – Invoice Rules

1

Enter your **User Name** and **Password** on the [Ariba Network](#) login page and click the **Login** button.

2

The Ariba Network home page appears. Select the **Profile Icon > Settings > Customer Relationships** to view the Account Settings page.



## Invoice Process – Invoice Rules

3

The Account Setting page appears displaying a list of your customers. Select **LyondellBasell**.

Account Settings

Customer Relationships | Notifications | Account Registration | API management

Current Relationships | Potential Relationships

I prefer to receive relationship requests as follows:

Automatically accept all relationship requests  Manually review all relationship requests

Update

Current (2) | Pending (0) | Rejected (0)

Current Customers

Filter

Customers

Enter customer name or Network ID +

Apply | Reset

| Customer                                                               | Network ID      | Relationship Type | Approved Date | Collaboration Type |
|------------------------------------------------------------------------|-----------------|-------------------|---------------|--------------------|
| <input checked="" type="checkbox"/> Lyondell Chemical Company - TEST   | AN01023408720-T | Trading           | 3 Mar 2020    | Fulfillment        |
| <input type="checkbox"/> Lyondell Chemical Company Supplementat - TEST | AN01471108502-T | Trading           | 27 Jan 2023   | Fulfillment        |

Reject

4

The **Customer Details** page appears. Scroll down to view the **General Invoice Rules**.

4

General Invoice Rules

|                                                                                          |     |
|------------------------------------------------------------------------------------------|-----|
| Allow suppliers to send invoices to this account.                                        | Yes |
| Allow suppliers to send invoices with service information.                               | No  |
| 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  |
| Require suppliers to send credit memo attachments.                                       | No  |
| Ignore country-based invoice rules.                                                      | No  |
| Allow suppliers to send non-PO invoices.                                                 | No  |
| Allow suppliers to send invoices with a contract reference.                              | No  |
| Require suppliers to create an order confirmation for the PO before creating an invoice. | Yes |
| Require suppliers to create invoice with line item quantity greater than zero.           | Yes |
| Require suppliers to create invoice with line item price greater than zero.              | Yes |
| Require suppliers to create a ship notice for the PO before creating an invoice.         | No  |
| Allow suppliers to send invoices if a PCard or credit card was included in the order.    | No  |
| Allow suppliers to send header level credit memos.                                       | No  |
| Allow suppliers to send line-item credit memo with quantity adjustment.                  | No  |
| Allow suppliers to send line-item credit memo with price adjustment.                     | No  |
| Allow suppliers to send line-item debit memo with price adjustment.                      | No  |
| Allow suppliers to create debit memos where the line-item price is zero.                 | No  |
| Allow suppliers to create credit memos where the line-item quantity is zero.             | Yes |
| Allow suppliers to create line item credit memo that exceed the invoiced amount.         | Yes |
| Require suppliers to provide a reason for each credit memo.                              | No  |
| Allow suppliers to cancel invoices they create.                                          | Yes |
| Allow invoices for information purpose.                                                  | No  |



## Invoice Process – Invoice Rules

Country-based Invoice Rules

Download Invoice Rules

Originating Country of Invoice: All Other Countries



**Note:** If you provide material or services in multiple countries for LyondellBasell, you can select which country's rules you want to view.

5 Click **Done** to exit.

Download CSV Service Sheet Template

Order Routing Rules

- Do not allow change orders for fully shipped orders.
- Do not allow change orders for partially shipped orders.
- Reopen confirmation status for unchanged line items on change orders.
- Do not allow the notes tracking on change orders.
- Do not allow change orders in invoice aggregation.
- Do not allow cancel orders for fully shipped orders.
- Do not allow cancel orders for partially shipped orders.
- Do not override supplier's routing method for orders that match buyer's conditions.
- Do not mark purchase order as received when the receipt displays close for receiving.

Done

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## Invoice Submission Methods – Invoice Via PO Flip (Materials)

The following steps are for **LyondellBasell Suppliers**



## Invoice Submission Methods – Invoice Via PO Flip (Materials)

1

On the home screen within your Ariba Network account, select the **Create** dropdown menu and select **PO Invoice**.

The screenshot shows the SAP Business Network Enterprise Account home screen. The 'Create' dropdown menu is open, showing options like 'PO Invoice', 'Non-PO Invoice', 'Contract Invoice', 'Service Entry Sheet', 'Time & Expense Sheets', and 'Create Posting'. A green circle with the number '1' highlights the 'Create' button, and an orange box highlights the 'PO Invoice' option.

The orders page appears.

2

Search for your desired invoice and then click the Ellipsis button (...) > **Standard Invoice** for the desired order for which you wish you create an invoice.

The screenshot shows the SAP Business Network Enterprise Account Orders page. The 'Orders to invoice' section is active, showing a list of orders. A green circle with the number '2' highlights the 'Standard Invoice' option in the actions menu for the selected order. An orange box highlights the ellipsis button in the actions column.

| Order Number | Customer                         | Amount   | Date        | Order Status |
|--------------|----------------------------------|----------|-------------|--------------|
| 4404969237   | Lyondell Chemical Company - TEST | \$15 USD | Oct 9, 2023 | Returned     |





## Invoice Submission Methods – Invoice Via PO Flip (Materials)

3

Invoice is automatically pre-populated with the PO data. **Complete all fields marked with an asterisk (Required Field)**

**3**

**Summary**

Purchase Order: 4404969237

Invoice #: \*

Invoice Date: 9 Oct 2023

Service Description: \*

Supplier Tax ID: \*

Remit To: PO BOX 630803

CINCINNATI, OH  
United States

Bill To: Lyondell Chemical Company

HOUSTON, TX  
United States

**Tax**

Header level tax  Line level tax

Category: 5% Super Fund / superfund

Location: \*

Description: superfund

Regime: \*

Taxable Amount: \$15.00 USD

Tax Rate Type: \*

Rate(%): 5

Tax Amount: \$0.75 USD

Subtotal: \$15.00 USD  
Total Tax: \$0.75 USD  
Total Shipping: \$0.00 USD  
Amount Due: \$15.75 USD

4

Enter an Invoice number in the **Invoice #** field, which is your unique number for invoice identification. The Invoice Date will auto-populate.

**4**

**Summary**

Purchase Order: 4404969237

Invoice #: \* 67875234

Invoice Date: 9 Oct 2023

Service Description: \*

Supplier Tax ID: \*

Remit To: PO BOX 630803

CINCINNATI, OH  
United States

Bill To: Lyondell Chemical Company

HOUSTON, TX  
United States

**Tax**

Header level tax  Line level tax

Category: 5% Super Fund / superfund

Taxable Amount: \$15.00 USD

Subtotal: \$15.00 USD  
Total Tax: \$0.75 USD  
Total Shipping: \$0.00 USD  
Amount Due: \$15.75 USD



**Note:** If you wish to add alphabets in the Invoice # field, it must be in All Caps (Capital Letters)



## Invoice Submission Methods – Invoice Via PO Flip (Materials)

5

Select **Remit-To** address from the drop-down box if you have entered more than one address.

| Summary              |                           |
|----------------------|---------------------------|
| Purchase Order:      | 4404969237                |
| Invoice #:           | 67875239                  |
| Invoice Date:        | 9 Oct 2023                |
| Service Description: |                           |
| Supplier Tax ID:     |                           |
| Remit To:            | PO BOX 630803             |
|                      | PO BOX 630803             |
| Supplier:            | Lyondell Chemical Company |
|                      | HOUSTON, TX               |
|                      | United States             |

|                 |             |
|-----------------|-------------|
| Subtotal:       | \$15.00 USD |
| Total Tax:      | \$0.75 USD  |
| Total Shipping: | \$0.00 USD  |
| Amount Due:     | \$15.75 USD |

6

Select **Tax and Shipping** at the header by selecting the appropriate radio button.

| Tax              |                                  |
|------------------|----------------------------------|
| Header level tax | <input checked="" type="radio"/> |
| Line level tax   | <input type="radio"/>            |
| Category:        | 5% Super Fund / superfund        |
| Location:        |                                  |
| Description:     | superfund                        |
| Regime:          |                                  |
| Taxable Amount:  | \$15.00 USD                      |
| Tax Rate Type:   |                                  |
| Rate(%):         | 5                                |
| Tax Amount:      | \$0.75 USD                       |

| Shipping              |                                  |
|-----------------------|----------------------------------|
| Header level shipping | <input checked="" type="radio"/> |
| Line level shipping   | <input type="radio"/>            |

Payment Term

Net Term(days): 60 Add Discount/Penalty Term



## Invoice Submission Methods – Invoice Via PO Flip (Materials)

7

**Optional Step:** You can also add some additional information to the Header of the invoice such as Special Handling, Comment, Attachment, Shipping Documents.

a. Scroll down and review or update the Quantity for each line item you are invoicing.

8

b. If you wish to exclude a line item from the invoice, click the line item's green checkmark.  
 c. You can exclude the line item by clicking the check box to the left and clicking 'Delete'.

8a

| Quantity | Unit | Unit Price |
|----------|------|------------|
| 10       | BX   | 25.00 EUR  |

8b

| No.                                 | Include                             | Type     | Part #   |
|-------------------------------------|-------------------------------------|----------|----------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | MATERIAL | GOODS_02 |

8c



**Note:** You can generate an invoice later to bill for the excluded item.



## Invoice Submission Methods – Invoice Via PO Flip (Materials)



**Note: Additional Details** can be viewed at the Line-Item Level by editing a Line Item.

Line Item Actions: **Edit** (highlighted), Delete, Add

Turn on Hide/Show Shipping Documents

| No. | Include                             | Type     | Part#    | Description                                   | Customer Part# | Quantity | Unit | Unit Price | Subtotal |
|-----|-------------------------------------|----------|----------|-----------------------------------------------|----------------|----------|------|------------|----------|
| 1   | <input checked="" type="checkbox"/> | MATERIAL | GOODS_01 | Copy Paper White, A3, 80gsm (ream 500 sheets) |                | 5        | EA   | 0.50 EUR   | 2.50 EUR |

### Create Invoice

Done Cancel

Invoice Item \* Indicates required field Line Item Actions

Quantity:  Part #: GOODS\_01  
Unit: EA  
Unit Price:   
Subtotal: 5.00 EUR

Description: Copy Paper White, A3, 80gsm (ream 500 sheets)

Pricing Details  
Price Unit:  Price Unit Quantity:   
Unit Conversion:  Description:

Inspection Date:

Shipping  
Ship From: Ariba\_TestSupplier - TEST  
Praha 5  
Czech Republic  
Ship To: Sandbox Buyer - Test  
Praha  
Czech Republic  
Cristian Mihalache  
2nd Floor, SI Team  
[View/Edit Addresses](#)



## Invoice Submission Methods – Invoice Via PO Flip (Materials)



**Note:** To add comments at the line items, select Line Items, click Line Item Actions > Comments.

The screenshot shows a web interface for managing invoice line items. At the top, there are buttons for 'Line Item Actions', 'Delete', and 'Add'. A dropdown menu is open under 'Line Item Actions', listing various actions: Edit, Add, Shipping Documents, Special Handling, Pricing Details, Discount, Allowance, Charge, Comments (highlighted with an orange box), and Attachment. To the right of the menu are buttons for 'Update', 'Save', 'Exit', and 'Next'. At the bottom left, there is a 'SAP' logo and some text: 'Klaus F... visited 15 Apr 2016 1:00:27 AM | Ariba\_TestSupplier - TEST | AN01039429086-T'. At the bottom right, there is a copyright notice: '© 1996–2016 Ariba, Inc. All rights reserved.'

The screenshot shows a section for adding comments. It has a label 'Comments' on the left, a large text input field in the center, and a 'Remove' button on the right.



## Invoice Submission Methods – Invoice Via PO Flip (Materials)

9

Click **Next** to proceed.

SAP Business Network Enterprise Account

Create Invoice Update Save Next

▼ Invoice Header \* Indicates required field Add to Header ▼

Summary

Purchase Order: 4404969174 Subtotal: \$1,500.00 USD  
Invoice #: 32473297 Total Tax: \$0.00 USD  
Invoice Date: 6 Oct 2023 Amount Due: \$1,500.00 USD View/Edit Addresses

Service Description:

Supplier Tax ID:

Remit To: PO BOX 630803  
CINCINNATI, OH  
United States  
Bill To: Equistar Chemicals LP  
HOUSTON, TX  
United States

10

Review your invoice for accuracy on the **Review** page. If no changes are needed, Click **Submit** to send the invoice to LyondellBasell.

SAP Business Network Enterprise Account

Create Invoice Previous Save Submit Exit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:United States. The document's destination country is:United States. If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: 32473297 Subtotal: \$1,500.00 USD  
Invoice Date: Friday 6 Oct 2023 5:06 PM GMT+05:30 Total Tax: \$0.00 USD  
Original Purchase Order: 4404969174 Amount Due: \$1,500.00 USD

SERVICE PERIOD  
Start Date : 9 Oct 2023  
End Date : 11 Oct 2023

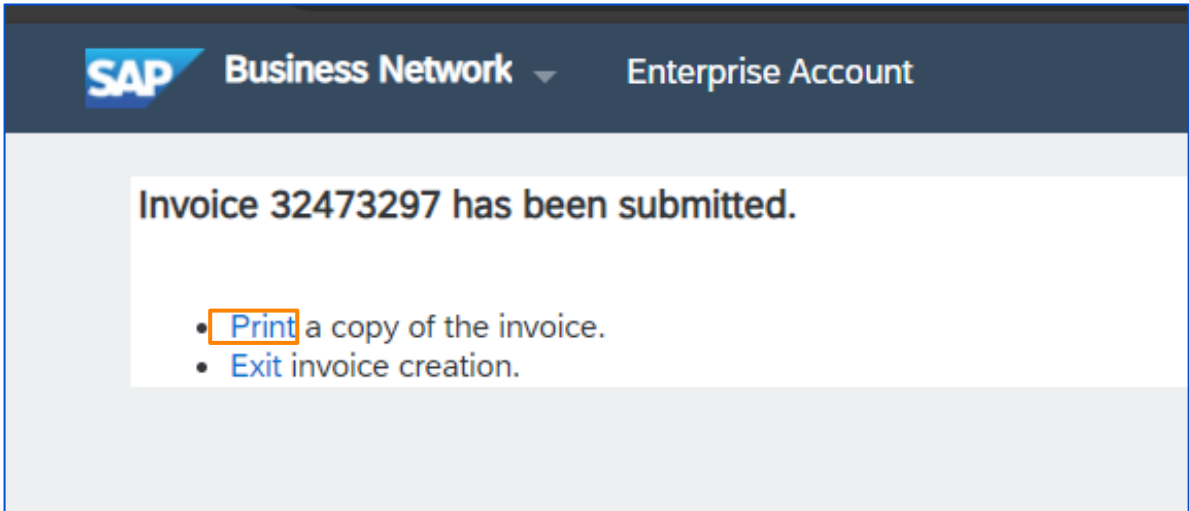
| REMIT TO:                                                                                        | BILL TO:                                                                                                                             | SUPPLIER:                                                                                                        |
|--------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| <b>Jon Doe</b><br>Postal Address:<br>PO BOX 630803<br>CINCINNATI, OH 45263-0803<br>United States | <b>Equistar Chemicals LP</b><br>Postal Address:<br>1221 McKinney, Suite 300<br>HOUSTON, TX 77010<br>United States<br>Address ID: LYO | <b>LYB test 1 2020 - TEST</b><br>Postal Address:<br>271 N Shore Dr<br>Pittsburgh, PA 15212-5860<br>United States |



**Note:** Save your invoice at anytime during invoice creation to work on it later. You can keep draft invoices for up to 7 days.



## Invoice Submission Methods – Invoice Via PO Flip (Materials)



**Note:** You will be notified that an invoice has been Submitted. You can click the **Print** button to print the invoice or the Exit button to perform other actions.



## Invoice Submission Methods – Invoice Via PO Flip (Services)

The following steps are for **LyondellBasell Suppliers**





## Invoice Submission Methods – Invoice Via PO Flip (Services)

1

On the home screen within your Ariba Network account, select the **Create** dropdown menu and select **PO Invoice**.

The screenshot shows the SAP Business Network Enterprise Account home screen. The 'Create' dropdown menu is open, showing options like PO Invoice, Non-PO Invoice, Contract Invoice, Service Entry Sheet, Time & Expense Sheets, and Create Posting. A green circle with the number 1 highlights the 'Create' button, and an orange box highlights the 'PO Invoice' option.

The orders page appears.

2

Search for your desired invoice and then click the Ellipsis button (...) > **Standard Invoice** for the desired order for which you wish you create an invoice.

The screenshot shows the SAP Business Network Enterprise Account Orders page. The 'Orders to invoice' section is active, showing a list of orders. A green circle with the number 2 highlights the ellipsis button (...) next to an order, and an orange box highlights the 'Standard Invoice' option in the dropdown menu.

| Order Number | Customer                        | Amount   | Date        | Order Status |
|--------------|---------------------------------|----------|-------------|--------------|
| 4405900393   | Lyondell Chemical Company -TEST | \$15 USD | Oct 9, 2023 | Returned     |



## Invoice Submission Methods – Invoice Via PO Flip (Services)

- 3 On the **Create Invoice** screen, enter the desired **Invoice Number** in the Invoice Number field.

The screenshot shows the 'Create Invoice' interface in SAP Business Network. A green circle with the number '3' highlights the 'Invoice #' field, which contains the value 'INV449300393'. Other visible fields include 'Purchase Order' (449300393), 'Invoice Date' (7 Dec 2023), and 'Supplier' (LYB test 1 2020 - TEST). The interface also includes sections for 'Tax', 'Shipping', and 'Payment Term'.

- 4 Scroll down and add the **Service Start Date** and the **Service End Date** for the invoice.

The screenshot shows the 'Additional Fields' section of the 'Create Invoice' interface. A green circle with the number '4' highlights the 'Service Start Date' and 'Service End Date' fields. The 'Service Start Date' is set to '7 Dec 2023' and the 'Service End Date' is set to '7 Dec 2025'. Other fields in this section include 'Supplier Account ID #', 'Customer Reference', 'Supplier Reference', 'Payment Note', and contact information for the 'Field Contractor' and 'Field Engineer'.



## Invoice Submission Methods – Invoice Via PO Flip (Services)

5

Select the checkbox next to the desired invoice and click **Add/Update > Add General Service** to add service details.

The screenshot shows the Ariba Network interface for adding service details. The 'Line Items' section is visible, with a table containing one row for 'TEST SERVICE'. The 'Add General Service' button is highlighted with a green circle and the number 5. Other buttons like 'Add Materials' and 'Add Labor Service' are also visible.

| No.  | Include | Type          | Part # | Description  | Customer Part # | Quantity | Unit | Unit Price | Subtotal |
|------|---------|---------------|--------|--------------|-----------------|----------|------|------------|----------|
| 0001 |         | Not Available |        | TEST SERVICE |                 |          |      |            |          |



**Note:** Make sure to always select **Add General Service**.

6

Populate the **Description**, **Quantity**, **Unit**, and **Unit Price** fields.

The screenshot shows the Ariba Network interface with the 'Line Items' table populated. The 'Description' field is set to 'TEST SERVICE', the 'Quantity' field is '1', the 'Unit' field is 'SU', and the 'Unit Price' field is '\$100.00 USD'. The 'Add General Service' button is highlighted with a green circle and the number 6.

| No.  | Include                             | Type          | Part # | Description  | Customer Part # | Quantity | Unit | Unit Price   | Subtotal     |
|------|-------------------------------------|---------------|--------|--------------|-----------------|----------|------|--------------|--------------|
| 0001 |                                     | Not Available |        | TEST SERVICE |                 |          |      |              |              |
| 1    | <input checked="" type="checkbox"/> | SERVICE       |        | TEST SERVICE |                 | 1        | SU   | \$100.00 USD | \$100.00 USD |



**Note:** Always populate the **Quantity** field with "1" and the **Unit** field with "SU" for service orders.



## Invoice Submission Methods – Invoice Via PO Flip (Services)

- Update or change the **Service Start Date** and the **Service End Date** fields. Click **Next** to proceed.

Phone: USA 1 | Approver: Name: | Email: | Phone: USA 1

Supplier VAT: Supplier VAT/Tax ID: | Customer VAT: Customer VAT/Tax ID: | Add to Header

Line Items: 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options: Tax Category: 5% Super Fund / superfund | Discount | Add to Included Lines

| No.   | Include                             | Type    | Part #        | Description  | Customer Part # | Quantity | Unit | Unit Price   | Subtotal     |
|-------|-------------------------------------|---------|---------------|--------------|-----------------|----------|------|--------------|--------------|
| 00001 |                                     |         | Not Available | TEST SERVICE |                 |          |      |              |              |
| 3     | <input checked="" type="checkbox"/> | SERVICE |               | TST SERVICE  |                 | 1        | SU   | \$100.00 USD | \$100.00 USD |

Service Period: Service Start Date: 7 Dec 2023 | Service End Date: 14 Dec 2023

Line Item Actions: Delete | Reset Tax from PO | Update | Save | Exit | **Next**

- Review your invoice for accuracy on the **Review** page. If no changes are needed, Click **Submit** to send the invoice to LyondellBasell.

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is United States. The document's destination country is United States. If you want your invoice to be stored in the SAP Business Network along with document archiving, you can subscribe to an archiving service. Note that you will also be able to archive and invoice once you subscribe to the archiving service.

Standard Invoice

Invoice Number: 482333 | Invoice Date: Thursday 7 Dec 2023 8:08 AM GMT-06:00 | Original Purchase Order: 449290001 | Subtotal: \$100.00 USD | Total Tax: \$0.00 USD | Amount Due: \$100.00 USD

SERVICE PERIOD: Start Date: 7 Dec 2023 | End Date: 14 Dec 2023

SEND TO: Lyondell Chemical Company | 3221 McKinnon, Suite 300 | 170 West 1 Street - 16157

BILL TO: Lyondell Chemical Company | 3221 McKinnon, Suite 300

SUPPLIER: Lyondell Chemical Company | 3221 McKinnon, Suite 300

BILL FROM: Lyondell Chemical Company | 3221 McKinnon, Suite 300

CUSTOMER: Lyondell Chemical Company | 3221 McKinnon, Suite 300

WIRE PAYMENT TO BANK: WIRE PAYMENT TO BANK | 4170 THIBODAU BANK | Account Name: CREDIT CORPORATION | Account Type: Checking

SHIPPING INFORMATION: SHIP FROM: Lyondell Chemical Company | 3221 McKinnon, Suite 300 | SHIP TO: Lyondell Chemical Company | 3221 McKinnon, Suite 300

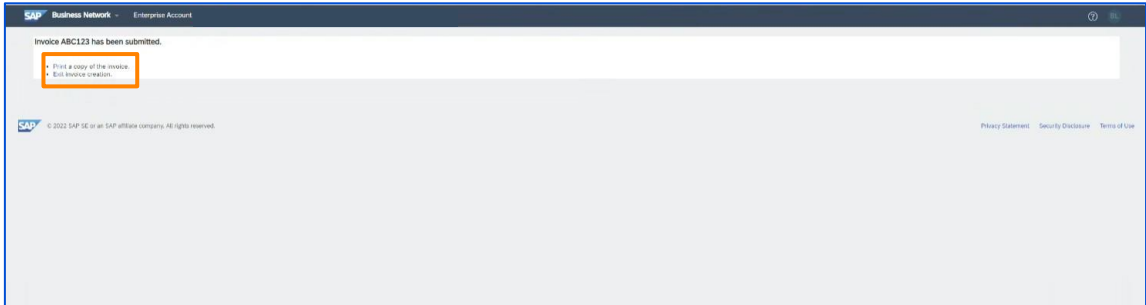
Previous | Save | **Submit** | Exit



**Note:** Save your invoice at anytime during invoice creation to work on it later. You can keep draft invoices for up to 7 days.



## Invoice Submission Methods – Invoice Via PO Flip (Services)



**Note:** You will be notified that an invoice has been Submitted. You can click the **Print** button to print the invoice or the **Exit** button to perform other actions.



# Invoice Submission Methods – Contract Invoices

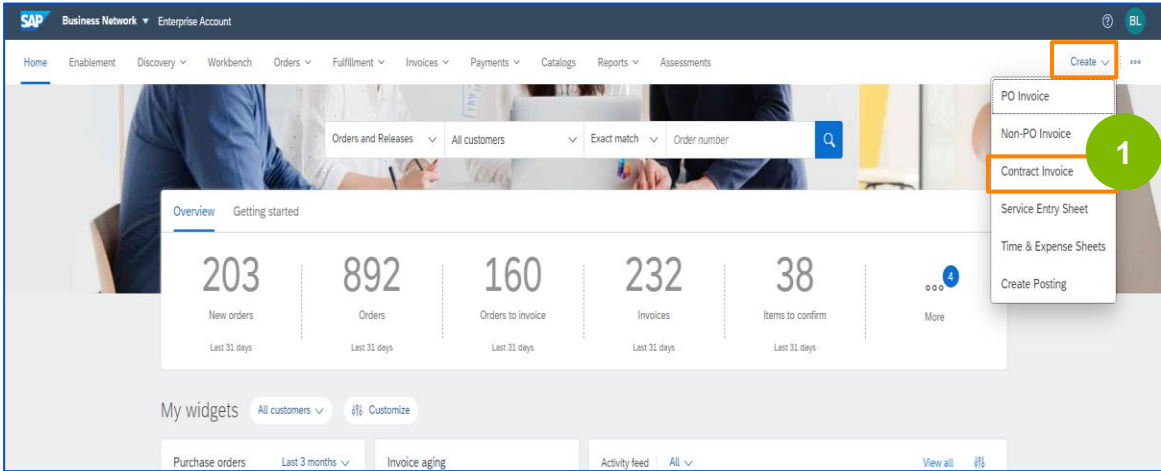
The following steps are for **LyondellBasell Suppliers**



## Invoice Submission Methods – Contract Invoices

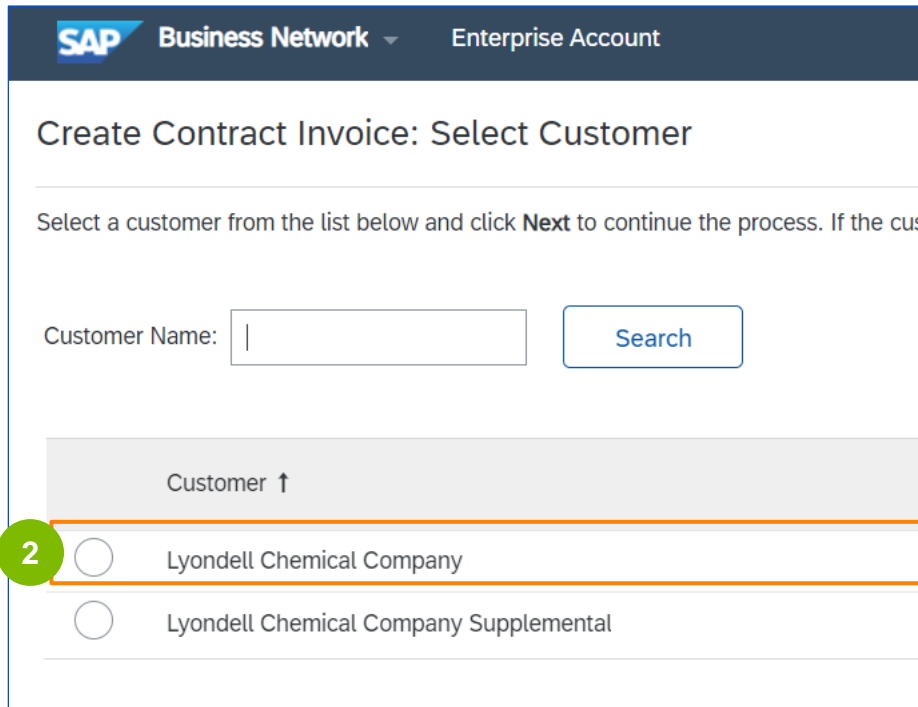
1

On the Ariba Network home page, select **Create > Contract Invoice** to create a contract invoice.



2

A list of your Customers is displayed. Select **LyondellBasell**.





## Invoice Submission Methods – Contract Invoices

3 Click **Next** to proceed.

SAP Business Network Enterprise Account

### Create Contract Invoice: Select Customer

Select a customer from the list below and click **Next** to continue the process. If the customer is not in the list displayed, you can search for them by entering the name in the Customer Name entry field.

Customer Name:

| Customer ↑                                                          |
|---------------------------------------------------------------------|
| <input checked="" type="radio"/> Lyondell Chemical Company - TEST   |
| <input type="radio"/> Lyondell Chemical Company Supplemental - TEST |

4 Select the desired business unit and click **Next** to proceed.

SAP Business Network Enterprise Account

### Contract Invoice: Select Customer Contract Site

Select which Business Unit Address you want to access and click **Next** to continue the process.

| Business Unit Address ↑              | Contact |
|--------------------------------------|---------|
| <input checked="" type="radio"/> LYB | Scott   |
| <input type="radio"/> LYB_Dummy      | Scott   |
| <input type="radio"/> LYB_STGCLNT010 | Scott   |





## Invoice Submission Methods – Contract Invoices

- 5 Complete invoice entry with all fields marked with asterisk (\*).

The screenshot shows the 'Invoice Entry' form for invoice NV40547. A green circle with the number '5' is placed over the 'Invoice Header' section, which is enclosed in an orange border. The fields in this section are: Supplier Invoice # (\* 42157324), Purchasing Unit (\* LyondellBasell), Supplier (\* Example), Contract: CW1234, Sold To Email: John.doe@lyondellbasell.com, My Labels: Apply Label..., Invoice Date (\* 10/05/2023), On Behalf Of: Christopher Hart, Supplier Contact, Remit To Address: Example Supplier Location, and Payment Terms: A120. Below this, the 'Shipping - Entire Invoice' section contains Ship From: Example Supplier and Ship To: Lyondell Chemical Co. Buttons for 'Submit' and 'Exit' are visible in the top right corner.

- 6 Click **Submit** to generate the invoice.

This screenshot is identical to the previous one, but with a green circle containing the number '6' positioned over the 'Submit' button in the top right corner of the form.

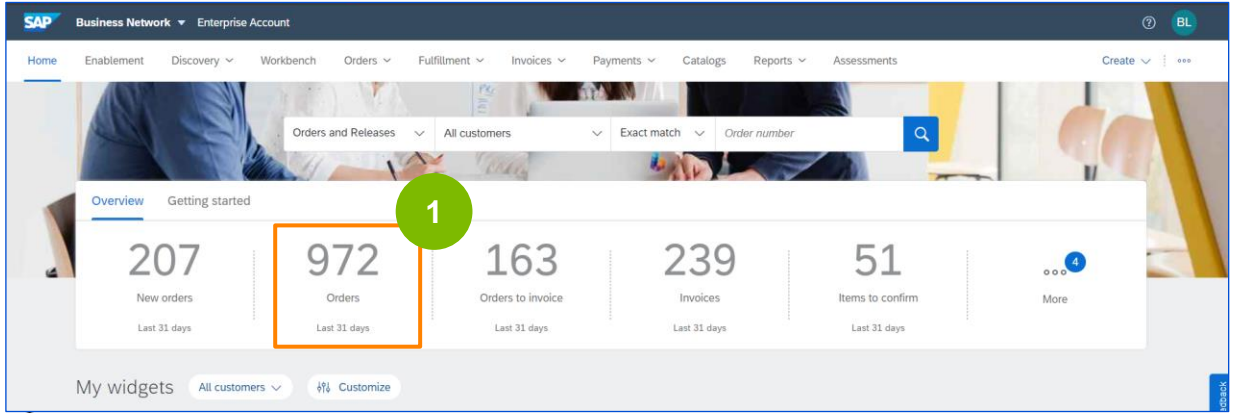


## **Invoice Submission Methods – Credit Memo (Header Level)**

The following steps are for **LyondellBasell Suppliers**

## Invoice Submission Methods – Credit Memo (Header Level)

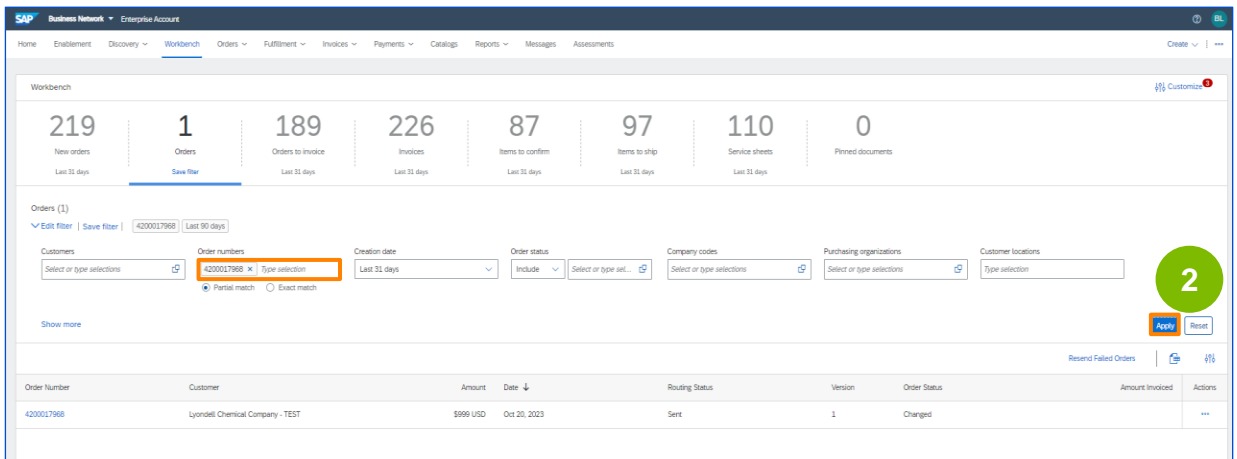
- 1 On the Ariba Network home screen, select the Orders tab to view a list of purchase orders.



**Note:** You can also view the list of purchase orders by going to **Workbench > Orders**

The purchase order page appears.

- 2 Search for the desired PO that has to be credited by entering the PO number in the **Order Numbers** field and clicking **Apply**.





## Invoice Submission Methods – Credit Memo (Header Level)

The desired purchase order appears.

- 3 Click the Ellipsis button (...) > **Create Credit Memo** for the desired order for which you wish you create a credit memo.

The screenshot shows the SAP Business Network Workbench interface. At the top, there are several summary cards for 'New orders', 'Orders', 'Orders to invoice', 'Invoices', 'Items to confirm', 'Items to ship', 'Service sheets', and 'Pinned documents'. Below these is a filter section for 'Orders (1)' with various search criteria like 'Customers', 'Order numbers', 'Creation date', etc. A dropdown menu is open over one of the orders, showing options like 'Confirm entire order', 'Update line items', and 'Create Credit Memo'. A green circle with the number '3' highlights the 'Create Credit Memo' option.

- 4 **Complete** information in the form of a Credit Memo (the amount and taxes must be negative). Make sure that all required fields (marked with asterisks \*) are filled in.

The screenshot shows the 'Create Credit Memo' form. The 'Header Information' section contains several fields: 'Invoice #:\*' (value: 42157324), 'Invoice Date:\*' (value: 11 Apr 2017), 'Supplier Account ID #:', 'Information Only' checkbox, 'Original PO #:' (value: ServicePO1), 'Customer Reference:', and 'Supplier Reference:'. A green circle with the number '4' highlights the 'Invoice #' and 'Invoice Date' fields. Below this is the 'Adjustment' section with fields for 'Adjustment in Subtotal:', 'Adjustment in Tax', 'Adjustment in Special Handling:', and 'Adjustment in Shipping:'. The 'Attachments' section at the bottom has a note 'The total size of all attachments cannot exceed 10MB' and buttons for 'Browse...' and 'Add Attachment'.

## Invoice Submission Methods – Credit Memo (Header Level)

5 Click **Next** to proceed.

Adjustment

Adjustment in Subtotal:  (Amount must be negative.)

Adjustment in Tax

| Tax Category | Tax Rate | Taxable Amt | Tax Location | Description |
|--------------|----------|-------------|--------------|-------------|
|--------------|----------|-------------|--------------|-------------|

Adjustment in Special Handling:  (Amount must be negative.)

Adjustment in Shipping:  (Amount must be negative.)

Attachments

The total size of all attachments cannot exceed 10MB

**5**

6 Review the credit memo and click the **Submit** button to submit the invoice.

|                            |                    |
|----------------------------|--------------------|
| <b>Subtotal:</b>           | <b>\$-5.00 USD</b> |
| <b>Total Tax:</b>          | <b>\$0.00 USD</b>  |
| <b>Total Gross Amount:</b> | <b>\$-5.00 USD</b> |
| <b>Total Net Amount:</b>   | <b>\$-5.00 USD</b> |
| <b>Amount Due:</b>         | <b>\$-5.00 USD</b> |

**6**

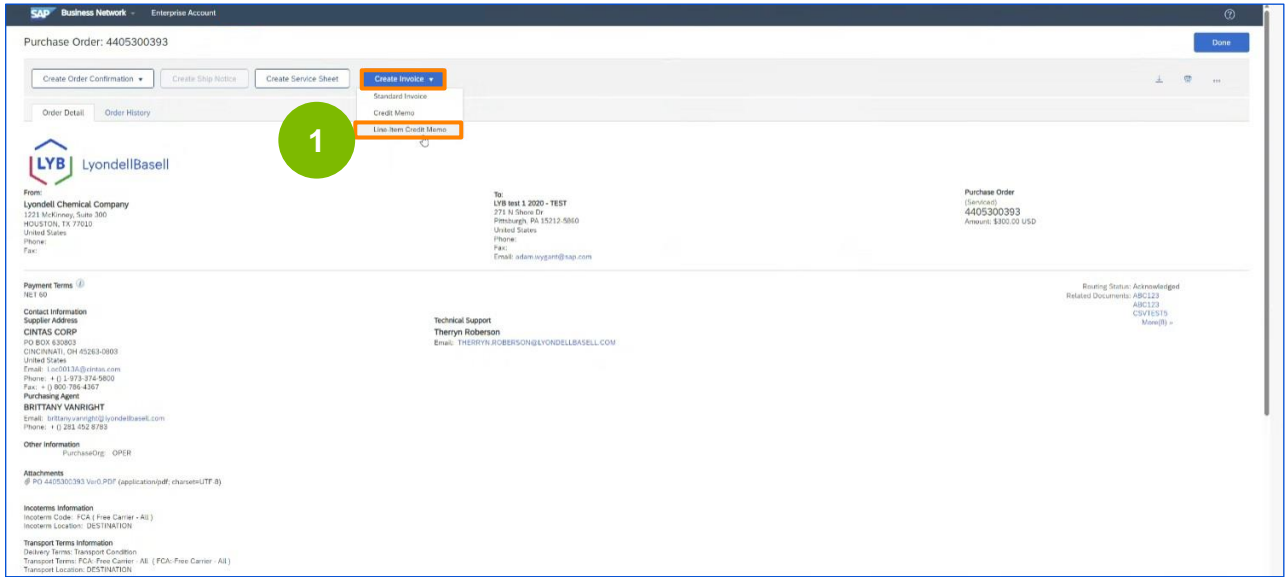


## Invoice Submission Methods – Credit Memo (Line Level)

The following steps are for **LyondellBasell Suppliers**

## Invoice Submission Methods – Credit Memo (Line Level)

- 1 On the desired purchase order, select **Create Invoice > Line Item Credit Memo** to create a line-level credit memo.



Purchase Order: 4405300393

Buttons: Create Order Confirmation, Create Ship Notice, Create Service Sheet, **Create Invoice** (selected), Standard Invoice, Credit Memo, **Line-Item Credit Memo** (selected)

Order Detail | Order History

From: Lyondell Chemical Company  
1221 McKinney, Suite 300  
HOUSTON, TX 77033  
United States  
Phone:  
Fax:

To: LYB test 1 2020 - TEST  
271 N Shreve Dr  
Pittsburgh, PA 15213-5800  
United States  
Phone:  
Fax:  
Email: adam.aygar@sap.com

Purchase Order (Service)  
4405300393  
Amount: \$300.00 USD

Payment Terms: NET 60

Contact Information  
Supplier Address:  
CINTAS CORP  
PO BOX 832903  
CINCINNATI, OH 45263-2903  
United States  
Email: Linc@333@intas.com  
Phone: +1 513-374-5800  
Fax: +1 800-788-4357

Purchasing Agent:  
BRITTANY VANRIGHT  
Email: brittanyvanright@lyondellbasell.com  
Phone: +1 281-452-8783

Other Information  
PurchaseOrg: OPER

Attachments  
@ PO 4405300393 VoIG.PDF (application/pdf; charset=UTF-8)

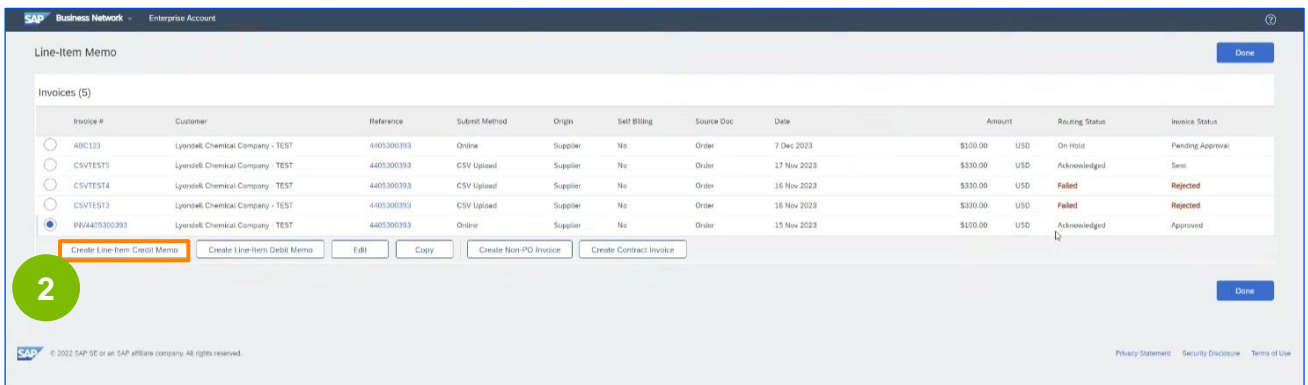
Incoterms Information  
Incoterms Code: FCA (Free Carrier - All)  
Incoterms Location: DESTINATION

Transport Terms Information  
Delivery Terms: Transport Condition  
Transport Terms: FCA-Free Carrier: All (FCA-Free Carrier: All)  
Transport Location: DESTINATION

Technical Support  
Therryn Roberson  
Email: THERRYN.ROBERSON@LYONDELLBASELL.COM

Routing Status: Acknowledged  
Related Documents: ABC123  
ABC123  
CSV1513  
More(0) >

- 2 The **Line-Item Memo** page appears.  
Select the desired invoice and click **Create Line-Item Credit Memo** to proceed.



Line-Item Memo

Invoices (5)

| Invoice #                                   | Customer                         | Reference  | Subst. Method | Origin   | Self Billing | Source Doc | Date        | Amount       | Routing Status | Invoice Status   |
|---------------------------------------------|----------------------------------|------------|---------------|----------|--------------|------------|-------------|--------------|----------------|------------------|
| <input type="radio"/> ABC123                | Lyondell Chemical Company - TEST | 4405300393 | Order         | Supplier | No           | Order      | 7 Dec 2023  | \$100.00 USD | On Hold        | Pending Approval |
| <input type="radio"/> CSVTEST3              | Lyondell Chemical Company - TEST | 4405300393 | CSV Upload    | Supplier | No           | Order      | 17 Nov 2023 | \$330.00 USD | Acknowledged   | Sent             |
| <input type="radio"/> CSVTEST4              | Lyondell Chemical Company - TEST | 4405300393 | CSV Upload    | Supplier | No           | Order      | 16 Nov 2023 | \$330.00 USD | Failed         | Rejected         |
| <input type="radio"/> CSVTEST5              | Lyondell Chemical Company - TEST | 4405300393 | CSV Upload    | Supplier | No           | Order      | 16 Nov 2023 | \$330.00 USD | Failed         | Rejected         |
| <input checked="" type="radio"/> 4405300393 | Lyondell Chemical Company - TEST | 4405300393 | Order         | Supplier | No           | Order      | 15 Nov 2023 | \$100.00 USD | Acknowledged   | Approved         |

Buttons: **Create Line-Item Credit Memo** (selected), Create Line-Item Debit Memo, Edit, Copy, Create Non-PD Invoice, Create Contract Invoice

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## Invoice Submission Methods – Credit Memo (Line Level)

- 3 The **Create Line-Item Memo** page appears. Enter the desired **Credit Memo Number** and the **Credit Memo Date**.

SAP Business Network - Enterprise

Create Line-Item Credit Memo

Update Save Exit Next

Credit Memo Type

You are creating a Credit Memo with Price Adjustment

Invoice Header

Summary

Credit Memo ID: DM4405300393

Credit Memo Date: 7 Dec 2023

Original Invoice No: INV4405300393

Original Invoice Date: 15 Nov 2023

Supplier Tax ID:

Remit To: PD BOX 630803

CINCINNATI, OH  
United States

Bill To: Lyondell Chemical Company

HOUSTON, TX  
United States

Tax

Header level tax  Line level tax

Shipping

Header level shipping  Line level shipping

Ship From: LYB test 1 2020 - TEST  
Pittsburgh, PA  
United States

Ship To: Lyondell Chemical Company  
Houston, TX  
United States

Deliver To:

Subtotal: \$-100.00 USD  
Total Tax: \$0.00 USD  
Amount Due: \$-100.00 USD

View/Edit Addresses

- 4 Scroll down and add the desired **Service Start Date** and **Service End Date**.

HOUSTON, TX  
United States

Tax

Header level tax  Line level tax

Shipping

Header level shipping  Line level shipping

Ship From: LYB test 1 2020 - TEST  
Pittsburgh, PA  
United States

Ship To: Lyondell Chemical Company  
Houston, TX  
United States

Deliver To:

Additional Fields

Supplier Account ID:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: LYB test 1 2020 - TEST  
Pittsburgh, PA  
United States

Customer: Lyondell Chemical Company  
HOUSTON, TX  
United States

Bill From: LYB test 1 2020 - TEST  
Pittsburgh, PA  
United States

Service Start Date: 7 Dec 2023

Service End Date: 14 Dec 2023

Supplier VAT

Supplier VAT Tax ID:

Customer VAT

Customer VAT Tax ID:

Comment

Reason for Credit Memo:

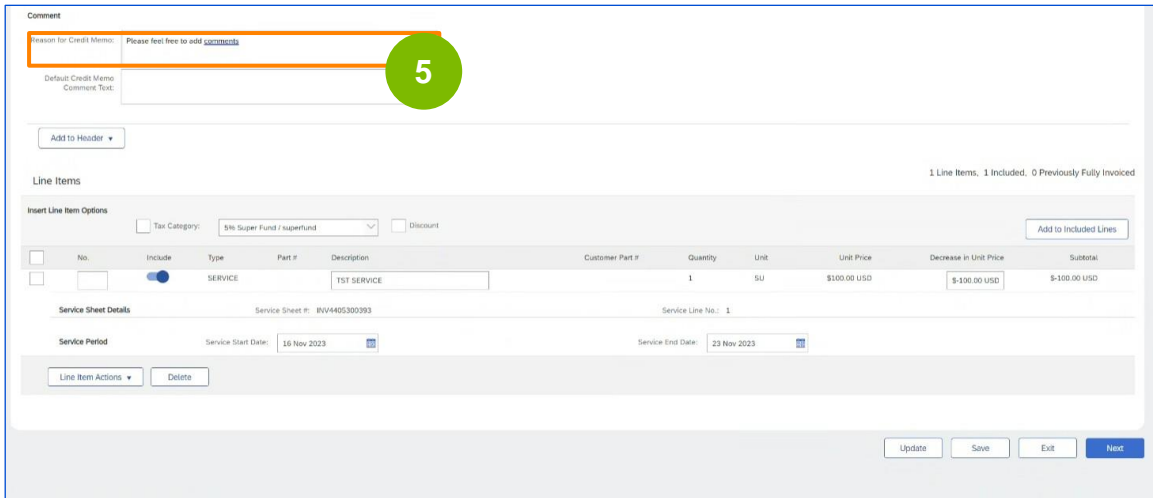
View/Edit Addresses



## Invoice Submission Methods – Credit Memo (Line Level)

5

Enter a reason for the credit memo as a comment in the **Reason for Credit Memo** field.



Comment

Reason for Credit Memo: Please feel free to add comments

Default Credit Memo Comment Text:

Add to Header ▾

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options  Tax Category: 9% Super Fund / superfund  Discount Add to Included Lines

| No. | Include                             | Type    | Part # | Description | Customer Part # | Quantity | Unit | Unit Price   | Decrease in Unit Price | Subtotal      |
|-----|-------------------------------------|---------|--------|-------------|-----------------|----------|------|--------------|------------------------|---------------|
|     | <input checked="" type="checkbox"/> | SERVICE |        | TST SERVICE |                 | 1        | SU   | \$100.00 USD | \$-100.00 USD          | \$-100.00 USD |

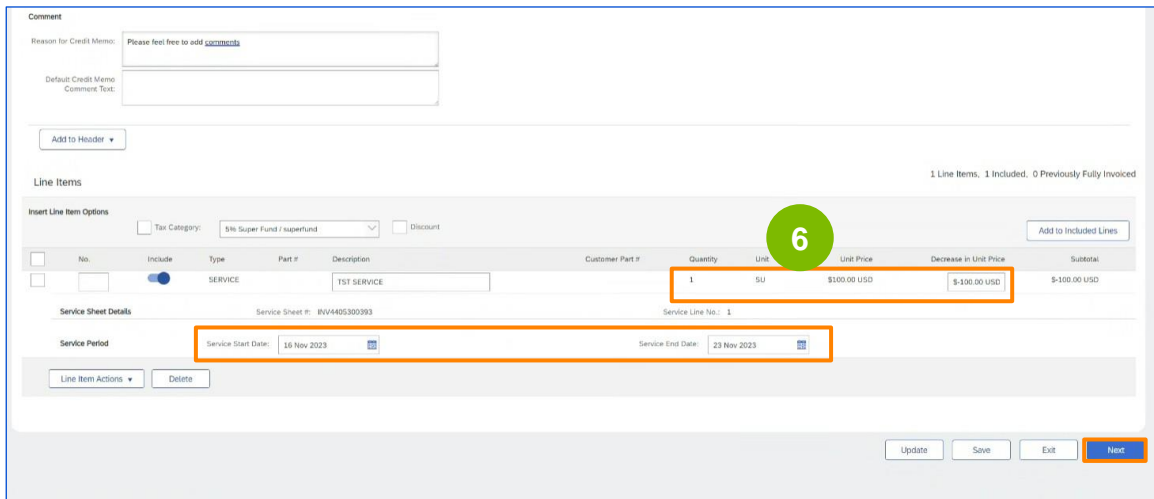
Service Sheet Details Service Sheet #: BVV4405300393 Service Line No.: 1

Service Period Service Start Date: 16 Nov 2023 Service End Date: 23 Nov 2023

Line Item Actions ▾

6

Scroll down and update the **Unit Price**, **Service Start Date**, and **Service End Date** if desired. Click **Next** to proceed.



Comment

Reason for Credit Memo: Please feel free to add comments

Default Credit Memo Comment Text:

Add to Header ▾

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options  Tax Category: 9% Super Fund / superfund  Discount Add to Included Lines

| No. | Include                             | Type    | Part # | Description | Customer Part # | Quantity | Unit | Unit Price   | Decrease in Unit Price | Subtotal      |
|-----|-------------------------------------|---------|--------|-------------|-----------------|----------|------|--------------|------------------------|---------------|
|     | <input checked="" type="checkbox"/> | SERVICE |        | TST SERVICE |                 | 1        | SU   | \$100.00 USD | \$-100.00 USD          | \$-100.00 USD |

Service Sheet Details Service Sheet #: BVV4405300393 Service Line No.: 1

Service Period Service Start Date: 16 Nov 2023 Service End Date: 23 Nov 2023

Line Item Actions ▾



**Note:** The **Unit Price** will always be negative.



## Invoice Submission Methods – Credit Memo (Line Level)

7

Review your invoice for accuracy on the **Review** page. If no changes are needed, Click **Submit** to send the invoice to LyondellBasell.

**SAP Business Network - Enterprise Account**

Create Line-Item Credit Memo

Confirm and submit the line-item credit memo. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is United States. The document's destination country is United States. If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Line-Item Credit Memo

(Original Invoice No: INV4405300393)

|                                                                |                           |
|----------------------------------------------------------------|---------------------------|
| Credit Memo Number: CMA405300393                               | Subtotal: \$-100.00 USD   |
| Credit Memo Date: Thursday 7 Dec 2023 8:23:04 AM GMT-06:00     | Tax Tot: \$0.00 USD       |
| Original Invoice Number: INV4405300393                         | Amount Due: \$-100.00 USD |
| Original Invoice Date: Wednesday 15 Nov 2023 1:14 PM GMT-06:00 |                           |
| Original Purchase Order: 4029300393                            |                           |
| Has Price Adjustment: Yes                                      |                           |

**SERVICE PERIOD**

Start Date: 7 Dec 2023  
End Date: 14 Dec 2023

|                                                                                   |                                                                                              |                                                                                                                |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| <b>REMIT TO:</b><br>Date Horizontal:<br>Postal Address:<br>PO BOX 430003          | <b>BILL TO:</b><br>Lyondell Chemical Company<br>Postal Address:<br>1222 McKinney, Suite 300  | <b>SUPPLIER:</b><br>LYB test 1 2020 - TEST<br>Postal Address:<br>271 N Shreve Dr                               |
| <b>BILL FROM:</b><br>LYB test 1 2020 - TEST<br>Postal Address:<br>271 N Shreve Dr | <b>CUSTOMER:</b><br>Lyondell Chemical Company<br>Postal Address:<br>1222 McKinney, Suite 300 | <b>WIRE PAYMENT TO BANK:</b><br>FIFTH THIRD BANK<br>Account Name: CREDIT CORPORATION<br>Account Type: Checking |

**SHIPPING INFORMATION:**

|                                                                |                                                                                      |
|----------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <b>SHIP FROM:</b><br>LYB test 1 2020 - TEST<br>Postal Address: | <b>SHIP TO:</b><br>Lyondell Chemical Company<br>Postal Address (Receiving Location): |
|----------------------------------------------------------------|--------------------------------------------------------------------------------------|



**Note:** Save your invoice at anytime during invoice creation to work on it later. You can keep draft invoices for up to 7 days.

**SAP Business Network - Enterprise Account**

Invoice CMA405300393 has been submitted.

- Print a copy of the invoice
- Exit invoice creation

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**Note:** You will be notified that an invoice has been Submitted. You can click the **Print** button to print the invoice or the **Exit** button to perform other actions.



## Invoice Submission Methods – Copy Invoices

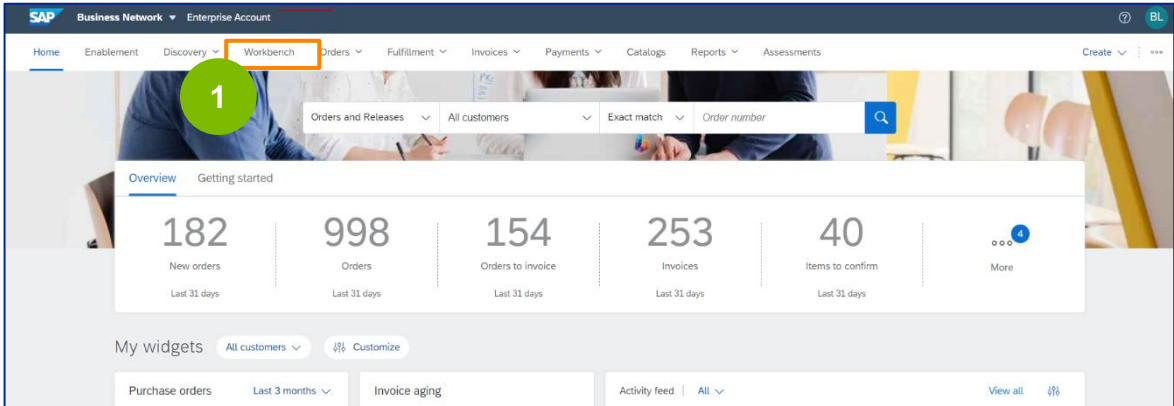
The following steps are for **LyondellBasell Suppliers**



## Invoice Submission Methods – Copy Invoices

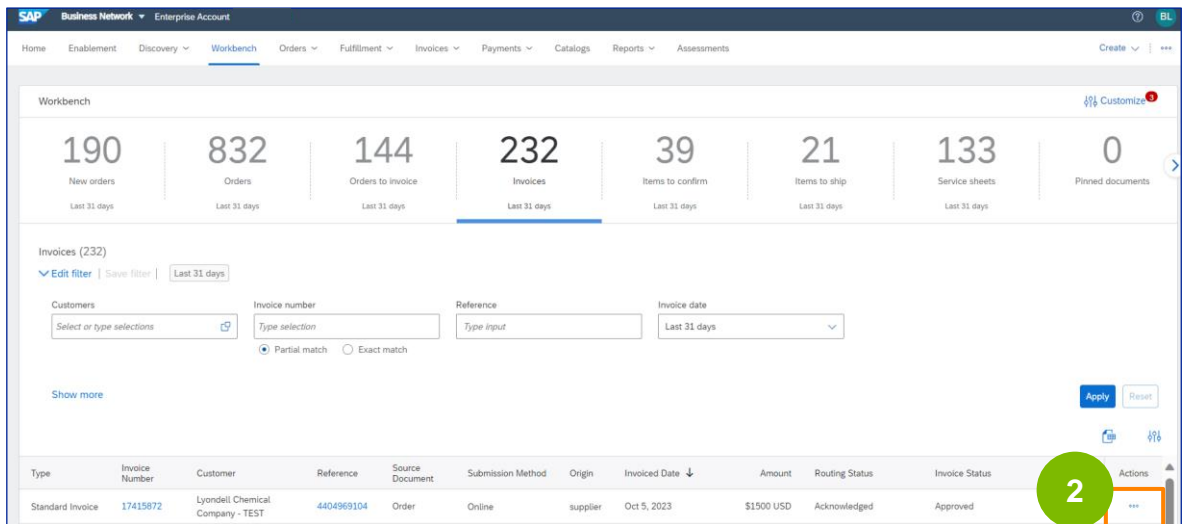
1

On the Ariba Network home page, click the Workbench tab to view invoices.



2

The Workbench page appears. Go to the **Invoice** tab and select the Ellipsis button (...) for the invoice you want to copy.





## Invoice Submission Methods – Copy Invoices

3 A dropdown menu appears. Select **Copy** to proceed.

Workbench Customize

|                                   |                               |                                          |                                 |                                        |                                     |                                       |                       |
|-----------------------------------|-------------------------------|------------------------------------------|---------------------------------|----------------------------------------|-------------------------------------|---------------------------------------|-----------------------|
| 190<br>New orders<br>Last 31 days | 832<br>Orders<br>Last 31 days | 144<br>Orders to invoice<br>Last 31 days | 232<br>Invoices<br>Last 31 days | 39<br>Items to confirm<br>Last 31 days | 21<br>Items to ship<br>Last 31 days | 133<br>Service sheets<br>Last 31 days | 0<br>Pinned documents |
|-----------------------------------|-------------------------------|------------------------------------------|---------------------------------|----------------------------------------|-------------------------------------|---------------------------------------|-----------------------|

Invoices (232)  
[Edit filter](#) | [Save filter](#) | [Last 31 days](#)

Customers:   Reference:  Invoice date:  Invoice type:

Partial match  Exact match

[Show more](#)

| Type             | Invoice Number | Customer                         | Reference  | Source Document | Submission Method | Origin   | Invoiced Date | Amount     | Routing Status | Invoice  | Actions                                      |
|------------------|----------------|----------------------------------|------------|-----------------|-------------------|----------|---------------|------------|----------------|----------|----------------------------------------------|
| Standard Invoice | 17415872       | Lyondell Chemical Company - TEST | 4404969104 | Order           | Online            | supplier | Oct 5, 2023   | \$1500 USD | Acknowledged   | Approved | <a href="#">Edit</a><br><a href="#">Copy</a> |

4 Fields will be pre-filled out from the previous invoice minus the Invoice Number. Enter a new invoice number and edit the other fields as necessary.

SAP Business Network Enterprise Account

Invoice: Copy of 17415872

Invoice Header

Summary

Purchase Order: 4404969104  
 Invoice #:   
 Invoice Date: 05 Oct 2023  
 Service Description:  
 Supplier Tax ID:  
 Name To: PO BOX 630803  
 CINCINNATI, OH  
 United States  
 Bill To: Lyondell Chemical Company  
 HOUSTON, TX  
 United States

Shipping

Header level shipping:   Line level shipping

Ship From: LYB test 1 2023 - TEST  
 Pittsburgh, PA  
 United States

Ship To: Lyondell Chemical Company  
 Houston, TX  
 United States

Deliver To:

Payment Term

Net Term(s): 00

Additional Fields

Supplier Account ID #:   
 Customer Reference:   
 Supplier Reference:   
 Payment Note:   
 Supplier: LYB test 1 2023 - TEST  
 Customer: Lyondell Chemical Company  
 HOUSTON, TX  
 United States

Subtotal: \$1,500.00 USD  
 Tax Tot: \$0.00 USD  
 Amount Due: \$1,500.00 USD



**Note:** For VAT lines, make sure the date of supply at the line level is correct. If you wish to add alphabets in the Invoice # field, it must be in All Caps (Capital Letters)



## Invoice Submission Methods – Copy Invoices

5 Click **Next** to proceed.

Subtotal: \$1,500.00 USD  
Total Tax: \$0.00 USD  
Amount Due: \$1,500.00 USD

View/Edit Addresses

6 Review your invoice for accuracy on the **Review** page. If no changes are needed, Click **Submit** to send the invoice to LyondellBasell.

Invoice: Copy of 4200017727

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is United States. The document's destination country is United States. If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: 75453434  
Invoice Date: Thursday 5 Oct 2023 4:29 PM GMT+05:30  
Original Purchase Order: 4200017727

Subtotal: \$200.00 USD  
Total Tax: \$0.00 USD  
Amount Due: \$200.00 USD

SERVICE PERIOD  
Start Date: 01 Oct 2023  
End Date: 31 Oct 2023

|                                                                |                                                                                                                                                                                     |                                                                                                                                 |
|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| <b>REMIT TO:</b><br>Jon Doe<br>Postal Address:                 | <b>BILL TO:</b><br>Channelview Equistar<br>Postal Address:<br>8281 Sheldon Road<br>Channelview, TX 77530-2963<br>United States<br>Address ID: CHO<br>Phone (work): +1 (281) 4528888 | <b>SUPPLIER:</b><br>LYB test 1 2020 - TEST                                                                                      |
| <b>BILL FROM:</b><br>LYB test 1 2020 - TEST<br>Postal Address: | <b>CUSTOMER:</b><br>Channelview Equistar<br>Postal Address:<br>8281 Sheldon Road<br>Channelview, TX 77530-2963<br>United States<br>Address ID: CHO                                  | <b>WIRE PAYMENT TO BANK:</b><br>FIFTH THIRD BANK<br>Account Name:<br>Account Type:<br>Branch Name:<br>Account ID:<br>SWIFT Code |



**Note:** Save your invoice at anytime during invoice creation to work on it later. You can keep draft invoices for up to 7 days.



## Invoice Management – Search for an Invoice

The following steps are for **LyondellBasell Suppliers**



## Invoice Management – Search for an Invoice

- 1 From the **Home** Tab, Select **Invoices** in the Document type to search.

The screenshot shows the SAP Business Network 'Enterprise Account' dashboard. The navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Assessments'. The 'Invoices' menu item is highlighted with a green circle containing the number '1'. Below the navigation bar, a search bar contains the text 'Invoices' and a dropdown menu is open, showing 'Lyondell Chemical Compa...'. The dashboard features a 'Getting started' section with five key metrics: 193 New orders, 840 Orders, 146 Orders to invoice, 234 Invoices, and 39 Items to confirm. Below this are 'My widgets' for 'Purchase orders' (€2.02M) and 'Invoice aging' (€664K), along with an 'Activity feed' showing an 'Invoice paid' event.

- 2 Select **LyondellBasell** from the Customer Drop down menu.

This screenshot is similar to the previous one, but the dropdown menu is expanded to show 'Lyondell Chemical Compa...' as the selected customer. A green circle with the number '2' highlights this selection. The rest of the dashboard, including the metrics and widgets, remains the same.





## Invoice Management – Search for an Invoice

3 Enter the desired Invoice number.

The screenshot shows the SAP Business Network interface. At the top, there is a navigation bar with various menu items. Below it, a search bar is visible with the text 'Invoices' and 'Lyondell Chemical Compar' selected. The search input field contains the number '11221654'. A green circle with the number '3' is positioned over the search button. Below the search bar, there is a summary card with five metrics: '193 New orders', '840 Orders', '146 Orders to invoice', '234 Invoices', and '39 Items to confirm'. Below this, there are 'My widgets' including 'Purchase orders' (€2.02M EUR) and 'Invoice aging' (€664K EUR). An 'Activity feed' shows an 'Invoice paid' event for 'Lyondell Chemical Compan...' with a value of '\$1,500.00 USD'.

4 Click the **Search** button to view search results.

This screenshot is identical to the one above, but the green circle with the number '4' is now positioned over the search button, indicating the next step in the process.



## Invoice Management – Search for an Invoice

5

The desired invoice appears. Select the invoice number to view details.

**Search Filters**

Customer: Lyondell Chemical Company - TEST

Invoice Number: 11221654

Partial number  Exact number

**Invoices (1)**

| Invoice #                                 | Customer                         | Reference  | Submit Method | Origin   | Self Billing | Source Doc | Date        | Amount       | Routing Status | Invoice Status   |
|-------------------------------------------|----------------------------------|------------|---------------|----------|--------------|------------|-------------|--------------|----------------|------------------|
| <input checked="" type="radio"/> 11221654 | Lyondell Chemical Company - TEST | 4404965929 | Online        | Supplier | No           | Order      | 11 Jul 2023 | \$100.00 USD | On Hold        | Pending Approval |

Buttons: Create Line-Item Credit Memo, Create Line-Item Debit Memo, Edit, Copy, Create Non-PO Invoice, Create Contract Invoice

5

**Invoice: 11221654**

Copy This Invoice | Print | Download PDF | Export cXML

Detail | Scheduled Payments | History

**Standard Invoice**

Status: Invoice: Pending Approval  
Routing: On Hold

Subtotal: \$100.00 USD  
Total Tax: \$0.00 USD  
Amount Due: \$100.00 USD

Invoice Number: 11221654  
Invoice Date: Tuesday 11 Jul 2023 6:51 PM GMT+05:30  
Original Purchase Order: 4404965929  
Submission Method: Online  
Origin: Supplier  
Source Document: Order

**SERVICE PERIOD**

Start Date: 11 Jul 2023  
End Date: 11 Jul 2023

| REMIT TO:                                                                                 | BILL TO:                                                                                                                          | SUPPLIER:                                                                                                 |
|-------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| Jon Doe<br>Postal Address:<br>PO BOX 630803<br>CINCINNATI, OH 45263-0803<br>United States | Lyondell Chemical Company<br>Postal Address:<br>1221 McKinney, Suite 300<br>HOUSTON, TX 77010<br>United States<br>Address ID: 130 | LYB test 1 2020 - TEST<br>Postal Address:<br>271 N Shore Dr<br>Pittsburgh, PA 15212-5860<br>United States |



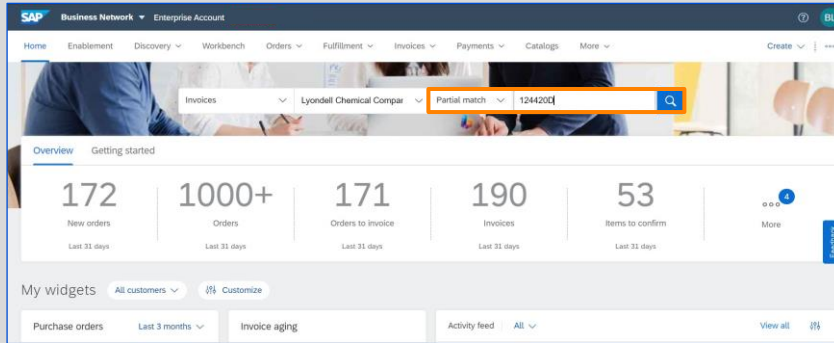
**Note:** The details of the desired invoice appear.



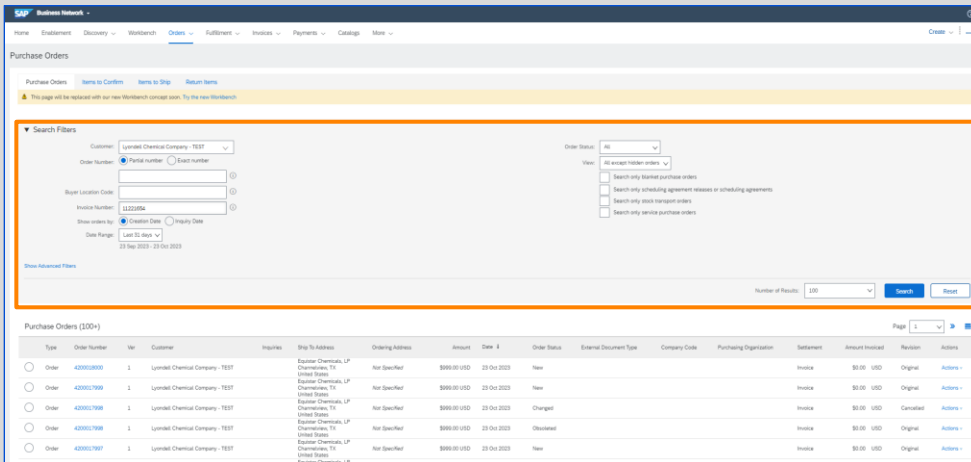
## Invoice Management – Search for an Invoice



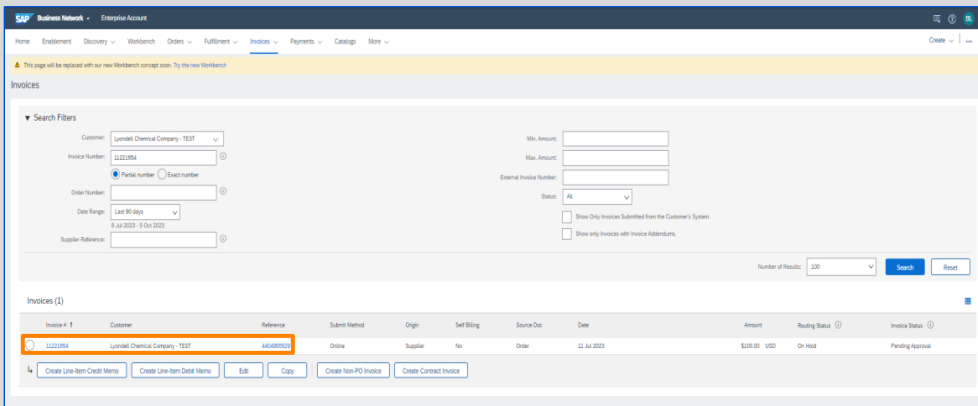
**Note:** If you are not aware of the exact invoice number, you can select partial match in the drop-down menu and click search.



Select the desired search filters for refined search results and click Search.



The desired invoice appears. You can click on the invoice number to view additional details.





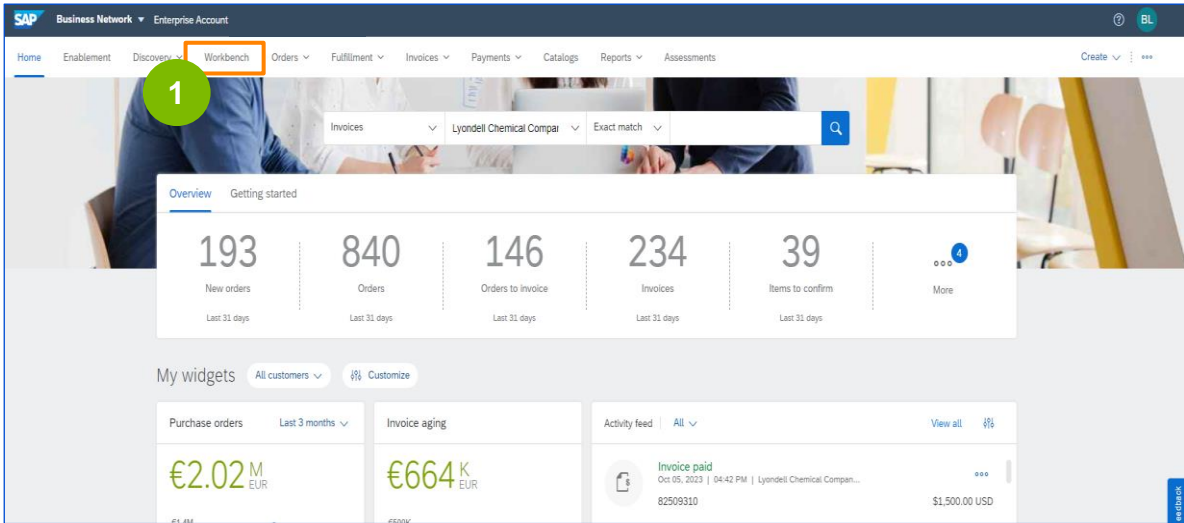
## Invoice Management – Check Invoice Status

The following steps are for **LyondellBasell Suppliers**

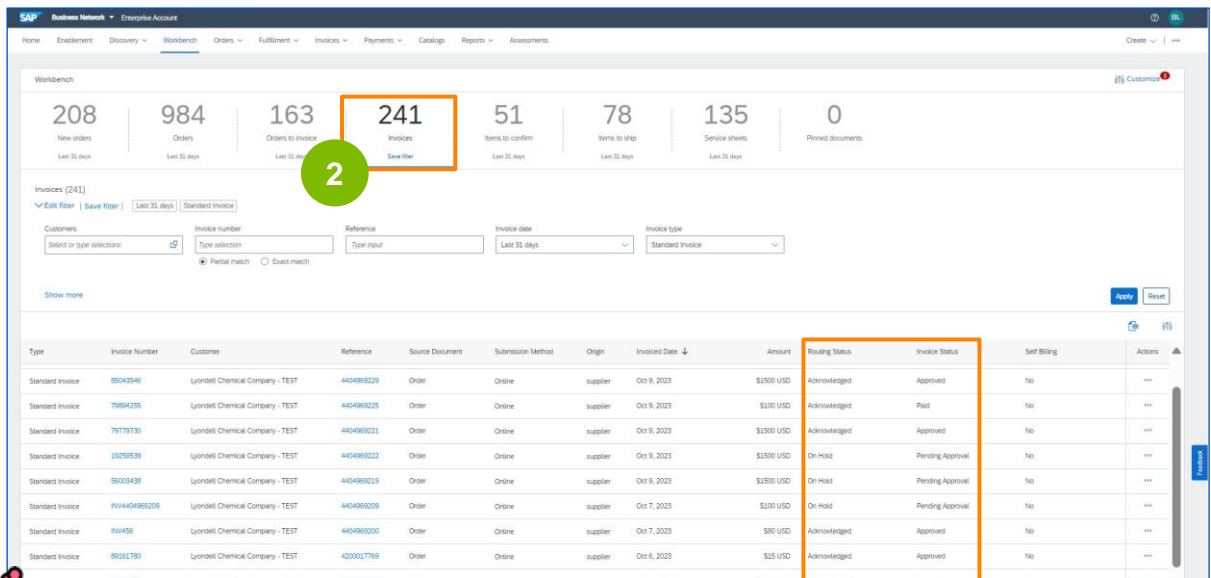


## Invoice Management – Check Invoice Status

- 1 On the Ariba Network home page, select the **Workbench** tab to view a list of invoices.



- 2 The Workbench tab appears. Select **Invoices** to see a list of invoices with their **Routing and Invoice Status**.



**Note:** You can also refine the search by searching by invoice number.



## Invoice Management – Check Invoice Status



### Note:

If you have configured your Invoice Notifications, you will receive emails regarding changes in invoice status. You can check the invoice status by selecting the invoice link within the email or by logging directly in the Ariba Network using the search instructions.

---

**Routing Status** reflects the status of the transmission of the invoice to LyondellBasell via the Ariba Network.

- **Obsoleted** – You canceled the invoice
- **Failed** – Invoice failed to reach LyondellBasell. This could be due to invoicing rules, check the History tab for the rejection reason.
- **Queued** – Ariba Network received the invoice but has not yet processed it
- **Sent** – Ariba Network sent the invoice to a queue. The invoice is awaiting pickup by the customer
- **Acknowledged** – LyondellBasell invoicing application has acknowledged the receipt of the invoice

---

**Invoice Status** reflects the specific status of your Invoice.

- **Sent** – LyondellBasell Invoicing Application has received the invoice but they have not yet verified the invoice against purchase orders and receipts
- **Approved** – LyondellBasell has verified the invoice against the purchase orders and receipts and approved it for payment
- **Paid** – LyondellBasell paid the invoice or is in the process of issuing payment.
- **Rejected** – LyondellBasell has rejected the invoice or the invoice failed validation by the Ariba Network.
- **Failed** – Ariba Network experienced a problem routing the invoice



## Invoice Management – Check Payment Status

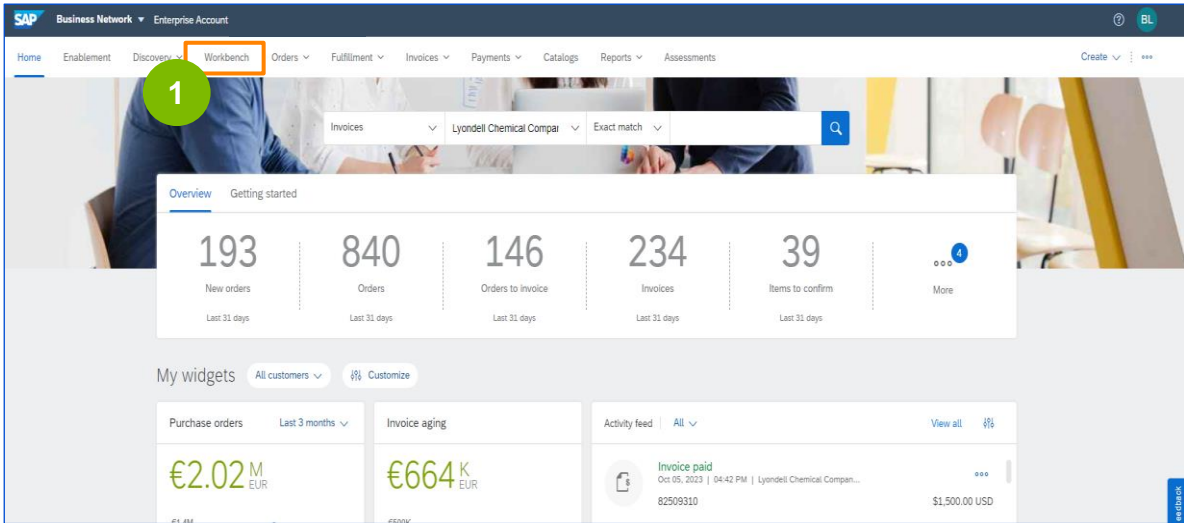
The following steps are for **LyondellBasell Suppliers**



## Invoice Management – Check Payment Status

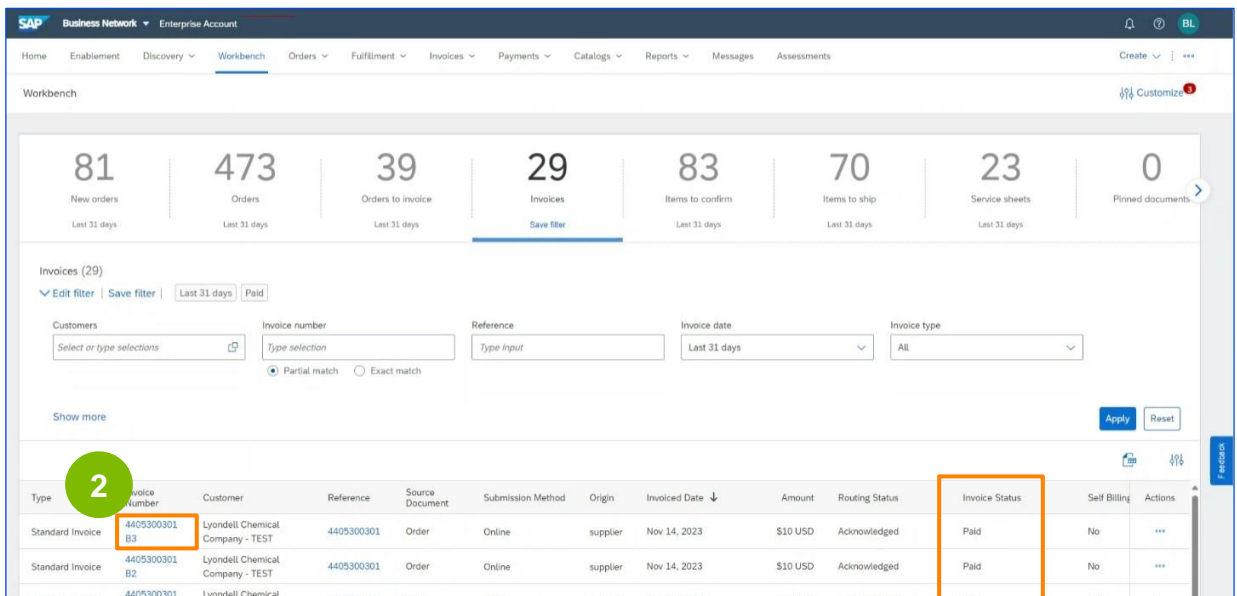
1

On the Ariba Network home page, select the **Workbench** tab to view a list of invoices.



2

The Workbench tab appears. Select the invoice number to view invoice Payment details. Be sure that the Invoice status is set to Paid







## Invoice Management – Check Payment Status

- The invoice details appear. Click the **Scheduled Payments** tab to view upcoming payment schedule.

Invoice: 4405300301B3

Copy This Invoice Download PDF Export cXML

Detail Scheduled Payments Remittance History

Standard Invoice

|                                                       |                            |
|-------------------------------------------------------|----------------------------|
| Status: Invoice: Paid                                 | Subtotal: \$10.00 USD      |
| Routing: Acknowledged                                 | Total Tax: \$0.00 USD      |
| Invoice Number: 4405300301B3                          | Total Shipping: \$0.00 USD |
| Invoice Date: Wednesday 15 Nov 2023 1:38 AM GMT+08:00 | Amount Due: \$10.00 USD    |
| Original Purchase Order: 4405300301                   |                            |
| Submission Method: Online                             |                            |
| Origin: Supplier                                      |                            |
| Source Document: Order                                |                            |

REMIT TO: Dale Horowitz  
Postal Address: PO BOX 630803  
Address

BILL TO: Houston Refining LP  
Postal Address:  
Address

SUPPLIER: LYB test 1 2020 - TEST  
Postal Address:  
Address

BILL FROM: LYB test 1 2020 - TEST  
Postal Address: 721 N. Shore Dr.

CUSTOMER: Houston Refining LP  
Postal Address: 1721 Mocklinev, Suite 700

WIRE PAYMENT TO BANK: FIFTH THIRD BANK  
Account Name: CINTAS CORPORATION  
Account Type: Checking

- The Scheduled Payments tab appears. You can view the payment details and status here. Click the **Remittance** tab to view remittance details.

Invoice: 4405300301B3

Copy This Invoice Download PDF Export cXML

Detail Scheduled Payments Remittance History

| Payment Proposal | Date        | Accepted Date | Planned Payment Date | Method | Original Amount | Discount/Interest | Adjustment | Amount Due  | Status | Action |
|------------------|-------------|---------------|----------------------|--------|-----------------|-------------------|------------|-------------|--------|--------|
|                  | 14 Nov 2023 |               |                      | ACH    | \$10.00 USD     | \$0.00 USD        |            | \$10.00 USD | Paid   |        |

Copy This Invoice Download PDF Export cXML

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## Invoice Management – Check Payment Status

5

The Remittance details appear. Click the **Reference Number** to view payment details document.

Invoice: 4405300301B3

Copy This Invoice Download PDF Export cXML

Detail Scheduled Payments Remittance History

| Reference No.         | Type | Payment Proposal | Status | Payment Date | Method | Received On |
|-----------------------|------|------------------|--------|--------------|--------|-------------|
| 2.20231114.6900196445 |      |                  | Paid   | 14 Nov 2023  | ACH    | 14 Nov 2023 |

Gross: \$10.00 USD  
Discount: \$0.00 USD  
Adjustment: \$0.00 USD  
Net: \$10.00 USD

5

6

The Remittance details appear. Scroll down to view line items and click **Done** to exit.

Remittance Advice 2.20231114.6900196445 Paid

Print Export XML Download CSV

Detail History

**LYB** LyondellBasell

From: Lyondell Chemical Company - TEST  
To: LYB NW 1 2023 - TEST

Payment Detail

Payment Method: ACH (payment)  
Reference Number: 6900396445  
Payment Amount: 2.20231114.6900196445  
Identified Information: None

ADDITIONAL INFORMATION

Line Items (3)

| Line # | Payable Reference                    | Gross Amount | Discount   | Withholding Tax | Adjustment | Net Amount Paid | Scheduled Payment |
|--------|--------------------------------------|--------------|------------|-----------------|------------|-----------------|-------------------|
| 1      | Invoice: 4405300301B3 (Direct Debit) | \$30.00 USD  | \$0.00 USD |                 |            | \$30.00 USD     |                   |
| 2      | Invoice: 4405300301B2 (Direct Debit) | \$30.00 USD  | \$0.00 USD |                 |            | \$30.00 USD     |                   |
| 3      | Invoice: 4405300301B3 (Direct Debit) | \$30.00 USD  | \$0.00 USD |                 |            | \$30.00 USD     |                   |

Gross Amount: \$30.00 USD  
Discount Applied: \$0.00 USD  
Withholding Tax: \$0.00 USD  
Adjustment: \$0.00 USD  
Amount Paid: \$30.00 USD

6

**Note:** The remittance advice number combines the clearing date and the clearing number. The first eight numbers are the Year, Month, and Date followed by the clearing number.



## Invoice Management – Check Payment Status

**Note:** You can view a list of all remittances in bulk by going to **Invoices > Remittances**

The screenshot shows the SAP Business Network interface for Invoices. The 'Invoices' dropdown menu is open, and 'Remittances' is highlighted. The main dashboard shows 100 Invoices, 1 Rejected Invoice, 0 Overdue Invoices, 37 Invoices pending approval, 24 Approved Invoices pending payment, 29 Paid Invoices, and 0 Draft Invoices. Below the dashboard are search filters for Customers, Invoice number, Reference, Invoice date, and Invoice type. A table of invoices is visible below the filters.

| Invoice Number | Customer                         | Reference  | Invoiced Date | Amount       | Routing Status | Invoice Status | From address                                | To address                            | Actions |
|----------------|----------------------------------|------------|---------------|--------------|----------------|----------------|---------------------------------------------|---------------------------------------|---------|
| INV4405300309C | Lyondell Chemical Company - TEST | 4405300309 | Nov 14, 2023  | \$390000 USD | Acknowledged   | Approved       | LYB test 1 2020 - TEST, Pittsburgh, PA, USA | Houston Refining LP, HOUSTON, TX, USA | ...     |
| INV4405300309B | Lyondell Chemical Company - TEST | 4405300309 | Nov 14, 2023  | \$390000 USD | Acknowledged   | Approved       | LYB test 1 2020 - TEST, Pittsburgh, PA, USA | Houston Refining LP, HOUSTON, TX, USA | ...     |

A list of all the remittances appear.

The screenshot shows the SAP Business Network interface for Payments. The 'Payments' dropdown menu is open, and 'Remittances' is highlighted. The main dashboard shows € 0.0 EUR Early payment offers, € 0.0 EUR Scheduled payments, and € 5.23 K EUR Remittances. Below the dashboard are search filters for Customers, Transaction #, Date Range, Payment Date, and Method. A table of remittances is visible below the filters, with the first three rows highlighted in orange.

| Transaction           | Customer                         | Payment Date | Account ID | Method | Reference Number | Gross     | Discount | Adjustment | Net       | Status | Routing Status | Difference |
|-----------------------|----------------------------------|--------------|------------|--------|------------------|-----------|----------|------------|-----------|--------|----------------|------------|
| Z.20231114.6900196445 | Lyondell Chemical Company - TEST | Nov 14, 2023 |            | ACH    | 6900196445       | \$30 USD  | \$0 USD  | \$0 USD    | \$30 USD  | Paid   | Sent           |            |
| Z.20231114.6900196444 | Lyondell Chemical Company - TEST | Nov 14, 2023 |            | ACH    | 6900196444       | \$300 USD | \$0 USD  | \$0 USD    | \$300 USD | Paid   | Sent           |            |
| Z.20231114.690019644  | Lyondell Chemical Company - TEST | Nov 14, 2023 |            | ACH    | 6900196443       | \$800 USD | \$0 USD  | \$0 USD    | \$800 USD | Paid   | Sent           |            |



## Invoice Management – Invoice History

The following steps are for **LyondellBasell Suppliers**



## Invoice Management – Invoice History

1

Open the desired Invoice for which you wish to view invoice history. Click the **History** tab to proceed.

SAP Business Network Enterprise Account

Invoice: 10060220

Copy This Invoice Print Download PDF Export cXML

Detail Scheduled Payments **History**

Standard Invoice

Status  
Invoice: Paid  
Routing: Acknowledged  
Invoice Number: 10060220  
Invoice Date: Wednesday 20 Sep 2023 2:32 PM GMT+01:00  
Original Purchase Order: 4404968201  
Submission Method: Online  
Origin: Supplier  
Source Document: Order

SERVICE PERIOD  
Start Date : 20 Sep 2023  
End Date : 20 Sep 2023

2

The Invoice History page appears with the history and status comments of the invoice. Review the details and click **Done** to exit.

Invoice: 10060220

Copy This Invoice Download PDF Export cXML

Detail Scheduled Payments **History**

Invoice: 10060220  
Invoice Status: Paid  
Received By: SAP Business Network On: 20 Sep 2023 6:57:25 PM GMT+05:30  
Submitted By: Bradley Lapp

To: Lyondell Chemical Company - TEST  
Routing Status: Acknowledged

| Status       | Comments                                                                                          | Changed By                    | Date and Time          |
|--------------|---------------------------------------------------------------------------------------------------|-------------------------------|------------------------|
| On Hold      | The invoice was successfully received.                                                            | LYB test 1 2020 - TEST        | 20 Sep 2023 6:57:29 PM |
|              | cXML InvoiceDetailRequest queued                                                                  | Supplier                      | 20 Sep 2023 6:57:32 PM |
|              | Invoice date automatically changed to 2023-09-20T14:32:01+01:00 after service sheet approval      | PropagatorProcessor-109548034 | 20 Sep 2023 7:02:02 PM |
|              | The invoice status has been successfully updated to approved by Lyondell Chemical Company - TEST. | PropagatorProcessor-109548034 | 20 Sep 2023 7:02:02 PM |
| Queued       |                                                                                                   | Supplier                      | 20 Sep 2023 7:02:02 PM |
|              | Comments from Lyondell Chemical Company - TEST: Success                                           | PropagatorProcessor-109542030 | 20 Sep 2023 7:02:54 PM |
| Acknowledged |                                                                                                   | Supplier                      | 20 Sep 2023 7:02:55 PM |
|              | The invoice status has been successfully updated to Approved by Lyondell Chemical Company - TEST. | PropagatorProcessor-109523038 | 20 Sep 2023 7:06:54 PM |
|              | The invoice status has been successfully updated to Paid by Lyondell Chemical Company - TEST.     | PropagatorProcessor-109548036 | 20 Sep 2023 7:13:12 PM |

Copy This Invoice Download PDF Export cXML

Done



**Note:** Transaction history can be used in problem determination for failed or rejected transactions.



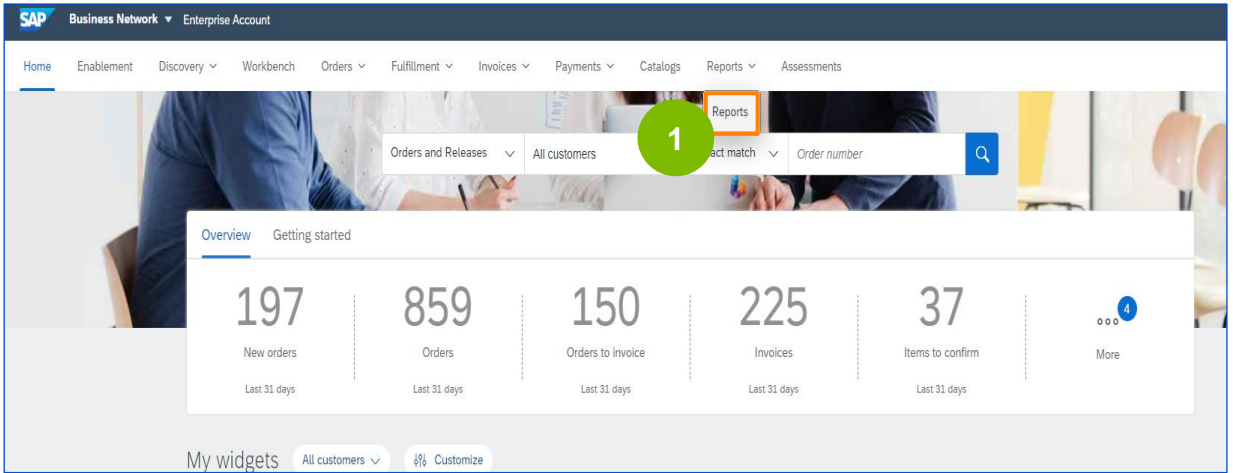
# Invoice Management – Invoice Reports

The following steps are for **LyondellBasell Suppliers**

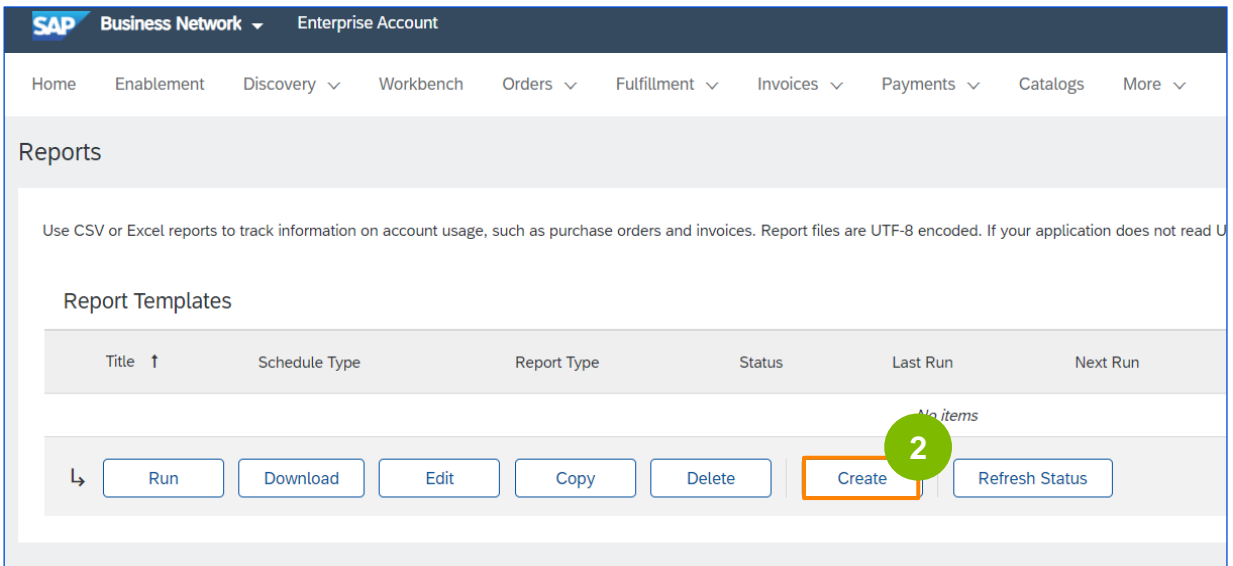


## Invoice Management – Invoice Reports

1 Click the **Reports** tab on the SAP Ariba home screen to create reports.



2 The Reports page appears. Click **Create** to create a new report.



**Note:** Transaction history can be used in problem determination for failed, pending or rejected transactions.



## Invoice Management – Invoice Reports

- 3 Enter a **Title** for the report, select a **Report Type**, add any other details you think may be necessary, and click **Next** to proceed.

The screenshot shows the 'Report' configuration interface in SAP Business Network. The 'Report Description' section is selected, and the 'Next' button is highlighted with an orange box. A green circle with the number '3' is overlaid on the screen.

Report

Enter a title and description for this report. Check the Time Zone and Language settings. You can set the Time Zone and Language for each report. Then, select the Report Type.

1 Report Description

2 Criteria

Title: Report1

Description:

Time zone: CET

Language: English

Report type: Invoice

Next Exit

- 4 The Criteria section appears. Click the **Select** button next to the Customer field to find LyondellBasell.

The screenshot shows the 'Report' configuration interface in SAP Business Network. The 'Criteria' section is selected, and the 'Select' button next to the Customer field is highlighted with an orange box. A green circle with the number '4' is overlaid on the screen.

Report

Set the parameters for this report. To save your changes and put the report into the queue to be run, click Next. To exit without saving changes or running this report, click Exit.

1 Report Description

2 Criteria

Customer: All Customers **Select**

Invoice Number:

Invoice Amount: to

Routing Status: Any

Invoice Status: Any

Invoices without Payment Receipts

Created Date: 24 Sep 2023 To 24 Oct 2023

Maximum Results Returned: 100

Previous Submit Exit





## Invoice Management – Invoice Reports

- 5 The Select Customers screen appears. Find and Select **LyondellBasell** and click **OK**.

Select customers

Selected Customers

No items

Remove

Company Name:  Search

Customer

Lyondell Chemical Company - TEST

Lyondell Chemical Company Supplemental - TEST

Add

OK Cancel

- 6 Enter the desired information for the report.

SAP Business Network Enterprise Account

Report

Previous Submit Exit

1 Report Description

2 Criteria

Set the parameters for this report. To save your changes and put the report into the queue to be run, click Submit. To exit without saving changes or running this report, click Exit.

Customer: Lyondell Chemical Company - TEST

Invoice Number:

Invoice Amount:  to

Routing Status: Any

Invoice Status: Any

Invoices without Payment Receipts

Created Date: 24 Sep 2023 To 24 Oct 2023

Maximum Results Returned: 100

Previous Submit Exit



**Note:** Depending on the report type you select, this screen may differ. Leave the invoice number field blank if you want to view all results.



## Invoice Management – Invoice Reports

7 Click **Submit** to proceed.

SAP Business Network – Enterprise Account

Report

Set the parameters for this report. To save your changes and put the report into the queue to be run, click Submit. To exit without saving changes or running this report, click Exit.

1 Report Description

2 Criteria

Customer: Lyondell Chemical Company - TEST

Invoice Number:

Invoice Amount:  to

Routing Status: Any

Invoice Status: Any

Invoices without Payment Receipts

Created Date: 24 Sep 2023 To 24 Oct 2023

Maximum Results Returned: 100

Previous Submit Exit

8 You will be redirected to the Reports screen. Click the **Refresh Status** button to view the updated status of the report.

SAP Business Network – Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs More

Reports

Use CSV or Excel reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application does not read UTF

Report Templates

| Title ↑       | Schedule Type | Report Type          | Status | Last Run | Next Run |
|---------------|---------------|----------------------|--------|----------|----------|
| Early Payment | Manual        | Early Payment Detail | Queued |          | st 2023  |

Run Download Edit Copy Delete Create Refresh Status



## Invoice Management – Invoice Reports

9

Once the status of the report changes to **Processed**, click the **Download** button to download the report.

The screenshot shows the SAP Business Network interface for 'Enterprise Account'. The 'Reports' section is active, displaying a table of report templates. The table has columns for Title, Schedule Type, Report Type, Status, Last Run, Next Run, Created, Created By, and Report Size. A single report, 'Report1', is listed with a status of 'Processed'. Below the table, a row of action buttons is visible: Run, Download, Edit, Copy, Delete, Create, and Refresh Status. The 'Download' button is highlighted with an orange border, and a green circle with the number '9' is overlaid on it. The SAP logo and copyright information are visible at the bottom left, and links for Privacy Statement, Security Disclosure, and Terms of Use are at the bottom right.

| Title   | Schedule Type | Report Type | Status    | Last Run    | Next Run | Created     | Created By   | Report Size |
|---------|---------------|-------------|-----------|-------------|----------|-------------|--------------|-------------|
| Report1 | Manual        | Invoice     | Processed | 25 Oct 2023 |          | 25 Oct 2023 | Bradley Lapp | 356 B       |



## Invoice Management – Invoices Archive

The following steps are for **LyondellBasell Suppliers**



## Invoice Management – Invoice Archive

1

Click the **Profile Icon -> Settings -> Electronic Invoice Routing** to view the network settings page.

The screenshot shows the SAP Business Network Enterprise Account dashboard. The user profile dropdown menu is open, and the 'Settings' option is highlighted with a green circle and the number '1'. The 'Electronic Invoice Routing' option is also highlighted with an orange box.

2

The Network Settings page appears. Select the **Tax Invoicing and Archiving** tab.

The screenshot shows the Network Settings page. The 'Tax Invoicing and Archiving' tab is selected and highlighted with an orange box. The page shows various settings for sending methods and notifications.



**Note:** Configuring invoice archiving allows you to specify the frequency, immediacy, and delivery of zipped invoice archives.



## Invoice Management – Invoice Archive

3

The Network Settings page appears. Click the **Configure Invoice Archival** button to configure invoice archival rules.

Network Settings

Electronic Order Routing | Electronic Invoice Routing | Accelerated Payments | Settlement | Data Retention Criteria

General | Tax Invoicing and Archiving

Tax Information

Tax Classification: (no value) [v]  
Taxation Type: (no value) [v]  
Tax ID: [ ] Do not enter dashes  
State Tax ID: [ ] Do not enter dashes  
Regional Tax ID: [ ] Do not enter dashes  
Vat ID: [ ]  
 VAT Registered  
VAT Registration Document: <No document> [Upload]  
Tax Clearance Number: 3500104900 [ ]  
Tax Clearance Document: <No document> [Upload]  
Tax Clearance Expiry Date: [ ]  
Exempt from Backup Withholding:  Yes  No

Invoice Archival

SAP Business 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 SAP Business Network to archive your invoices. Based on the option you have selected, SAP Business 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 SAP Business Network to wait for a 30-day period, click the **Archive Immediately** button to download archived invoices from the **Outbox > Archived Invoices** page.

**Configure Invoice Archival**

4

Select the desired frequency, choose **Archive Immediately** to archive without waiting 30 days, and click **Start**. If you want Ariba to deliver archived zip files, enter an Archive Delivery URL.

SAP Business Network Enterprise Account

Invoice Archival

SAP Business 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 SAP Business Network to archive your invoices. Based on the option you have selected, SAP Business 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 SAP Business Network to wait for a 30-day period, click the **Archive Immediately** button to download archived invoices from the **Outbox > Archived Invoices** page.

Twice Daily  
 Daily  
 Weekly  
 Every Two Weeks  
 Monthly

Archiving Start Time: 0 AM [v] : [ ] CET [i]

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**

**Note:** You can either Stop or Update Archival Frequency any time.





## Invoice Management – Invoice Archive

5

Click **Save** to save your settings.

SAP Business Network – Enterprise Account

### Invoice Archival

SAP Business 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 SAP Business Network to archive your invoices. Based on the option you have selected, SAP Business 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 SAP Business 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: 8 AM : 5 CET

Archive Immediately

Stop Update Frequency

The first archive file will be available on 11/07/2023

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

Upload

Tax Clearance

Tax Clearance Number: 3606104900

Tax Clearance Document: <No document>  
Upload

Tax Clearance Expiry Date:

Exempt from Backup Withholding:  Yes  No

### Invoice Archival

SAP Business 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 SAP Business Network to archive your invoices. Based on the option you have selected, SAP Business 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 SAP Business 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](#)

### 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. SAP Business 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.

If recurring or one-time data deletion feature is enabled, the invoices will be deleted. You may not be able to search or retrieve those invoices from the archiving service provider.

Save Close



**Note:** You can also navigate to the **Tax Invoicing and Archiving** screen to subscribe to Long-Term Document Archiving for an integrated archiving solution.



**Thank You**





# French



# Guide de facturation d'Ariba Network

## Aide à l'emploi

**Publié** : octobre 2023

**Propriétaire** : Source-to-Pay Team



# Réseau Ariba

## Guide de facturation des fournisseurs

### Aide à l'emploi LyondellBasell

**Publié** : octobre 2023

**Révisé** : août 2024

**Propriétaire** : L'équipe Source-to-Pay de LyondellBasell



## Objectif

L'objectif de cette aide à la tâche est de fournir un guide étape par étape sur la manière de soumettre et de gérer les factures dans Ariba Network.



## Public cible

Cette aide à l'emploi s'adresse aux fonctions suivantes :

- **Fournisseurs compatibles avec le réseau Ariba de LyondellBasell**

## Table des matières

Naviguez dans l'aide au travail en sélectionnant la section appropriée :

- **Processus de facturation - Règles de facturation**
- **Méthodes de soumission des factures - PO Flip (matériaux)**
- **Méthodes de soumission des factures - PO Flip (Services)**
- **Méthodes de soumission des factures - Note de crédit (niveau ligne)**
- **Méthodes de soumission des factures - Copier les factures**
- **Gestion des factures - Recherche de factures**
- **Gestion des factures - Vérifier le statut de la facture**
- **Gestion des factures - Vérifier l'état des paiements**
- **Gestion des factures - Historique des factures**
- **Gestion des factures - Rapports sur les factures**
- **Gestion des factures - Archivage des factures**



## Références

Vous pouvez consulter des informations complémentaires ici :

- **Site du fournisseur LyondellBasell**

## Processus d'acquisition-paiement : Entrée de marchandises

1

Accusé de réception de la PO

2

Confirmation de commande

3

Notification avancée d'expédition

4

Réception des marchandises (Matériaux uniquement)

5

Facture



### Recevoir l'ordre

Chaque commande doit être reçue pour être facturée.



### Traitement de la réception

Le délai de traitement standard de LyondellBasell pour la réception des marchandises est de **2 à 3 jours**.

Après l'enregistrement des entrées de marchandises, le statut **Reçu** est automatiquement envoyé à Ariba Network, informant le fournisseur qu'il est prêt à facturer.



### Demandes de renseignements sur les entrées de marchandises

Les questions relatives à la réception des marchandises doivent être envoyées au service d'assistance technique de la PO, dont l'adresse électronique figure sur le bon de commande.



## Processus d'achat-paiement : Facturation

1

Accusé de réception de la PO

2

Confirmation de commande

3

Notification avancée d'expédition

4

Entrée de marchandises (matériaux uniquement)

5

Facture

### Prise en charge sur le réseau Ariba

- ✓ **Soumission de factures uniques et de factures de masse via Ariba Network**
- ✓ **Visibilité accrue du fournisseur**  
Statuts de la facture  
L'histoire  
Rapports
- ✓ **Règles sérielles intégrées avant le Facturation :**  
Accusé de réception de la PO  
Confirmation de commande  
Préavis d'expédition  
Réception des marchandises
- ✓ **La quantité et le prix de la commande doivent correspondre**
- ✓ **Commandes de matériel, de réparations et de services**
- ✓ **Factures partielles**
- ✓ **Expédition/Taxe sur l'en-tête de la facture**
- ✓ **Notes de crédit**
- ✓ **Anticipation**



## Processus d'achat-paiement : Facturation

1

Accusé de réception de la PO

2

Confirmation de commande

3

Notification avancée d'expédition

4

Réception des marchandises (Matériaux uniquement)

5

Facture



### Non pris en charge sur le réseau Ariba

- ✗ Factures papier (PDF)**  
LyondellBasell exige que les factures soient soumises par voie électronique via Ariba Network ; LyondellBasell n'acceptera plus de factures papier par courrier électronique.
- ✗ Factures non-PO, factures récapitulatives ou consolidées**  
Appliquer à plusieurs bons de commande ; non accepté par LyondellBasell
- ✗ Facturation des cartes d'achat (P-Cards)**  
Facture relative à une commande passée au moyen d'une carte d'achat ; non acceptée par LyondellBasell
- ✗ Duplicata de factures**  
Un nouveau numéro de facture unique doit être fourni pour chaque facture ; LyondellBasell rejettera les numéros de facture dupliqués à moins de soumettre à nouveau une facture corrigée qui avait précédemment un statut d'échec sur Ariba Network.
- ✗ Postes supplémentaires**  
Impossible d'ajouter des lignes supplémentaires à une facture de commande.



## Processus de facturation - Règles de facturation

Les étapes suivantes s'adressent aux **fournisseurs de LyondellBasell**





## Processus de facturation - Règles de facturation

1

Saisissez votre **nom d'utilisateur** et votre **mot de passe** sur la page de connexion d'[Ariba Network](#) et cliquez sur le bouton **Connexion**.

2

La page d'accueil d'Ariba Network s'affiche. Sélectionnez l'**icône Profil** > **Paramètres** > **Relations clients** pour afficher la page Paramètres du compte.



## Processus de facturation - Règles de facturation

3 La page Account Setting (Paramètres du compte) s'affiche et présente une liste de vos clients. Sélectionnez **LyondellBasell**.

Account Settings

Customer Relationships | Notifications | Account Registration | API management

Current Relationships | Potential Relationships

I prefer to receive relationship requests as follows:

Automatically accept all relationship requests  Manually review all relationship requests

Update

Current (2) | Pending (0) | Rejected (0)

Current Customers

Filter

Customers

Enter customer name or Network ID +

Apply | Reset

| Customer                                                               | Network ID      | Relationship Type | Approved Date | Collaboration Type |
|------------------------------------------------------------------------|-----------------|-------------------|---------------|--------------------|
| <input checked="" type="checkbox"/> Lyondell Chemical Company - TEST   | AN01023408720-T | Trading           | 3 Mar 2020    | Fulfillment        |
| <input type="checkbox"/> Lyondell Chemical Company Supplementat - TEST | AN01471108502-T | Trading           | 27 Jan 2023   | Fulfillment        |

Reject

4 La page **Détails du client** s'affiche. Faites défiler la page vers le bas pour afficher les **règles générales de facturation**.

General Invoice Rules

|                                                                                            |     |
|--------------------------------------------------------------------------------------------|-----|
| Allow suppliers to send invoices to this account.                                          | Yes |
| Allow suppliers to send invoices with service information. ⓘ                               | No  |
| 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  |
| Require suppliers to send credit memo attachments. ⓘ                                       | No  |
| Ignore country-based invoice rules.                                                        | No  |
| Allow suppliers to send non-PO invoices. ⓘ                                                 | No  |
| Allow suppliers to send invoices with a contract reference. ⓘ                              | No  |
| Require suppliers to create an order confirmation for the PO before creating an invoice. ⓘ | Yes |
| Require suppliers to create invoice with line item quantity greater than zero. ⓘ           | Yes |
| Require suppliers to create invoice with line item price greater than zero. ⓘ              | Yes |
| Require suppliers to create a ship notice for the PO before creating an invoice. ⓘ         | No  |
| Allow suppliers to send invoices if a PCard or credit card was included in the order.      | No  |
| Allow suppliers to send header level credit memos. ⓘ                                       | No  |
| Allow suppliers to send line-item credit memo with quantity adjustment.                    | No  |
| Allow suppliers to send line-item credit memo with price adjustment.                       | No  |
| Allow suppliers to send line-item debit memo with price adjustment.                        | No  |
| Allow suppliers to create debit memos where the line-item price is zero. ⓘ                 | No  |
| Allow suppliers to create credit memos where the line-item quantity is zero. ⓘ             | Yes |
| Allow suppliers to create line item credit memo that exceed the invoiced amount. ⓘ         | Yes |
| Require suppliers to provide a reason for each credit memo.                                | No  |
| Allow suppliers to cancel invoices they create. ⓘ                                          | Yes |
| Allow invoices for information purpose. ⓘ                                                  | No  |



## Processus de facturation - Règles de facturation

Country-based Invoice Rules

Download Invoice Rules

Originating Country of Invoice: All Other Countries ▾



**Remarque** : si vous fournissez du matériel ou des services dans plusieurs pays pour LyondellBasell, vous pouvez sélectionner les règles du pays que vous souhaitez consulter.

5 Cliquez sur **Terminé** pour quitter.

ItemSubtotalAmount

Download CSV Service Sheet Template

Order Routing Rules

- Do not allow change orders for fully shipped orders.
- Do not allow change orders for partially shipped orders.
- Retain confirmation status for unchanged line items on change orders.
- Do not allow ship notice tracking on change orders.
- Do not allow change orders in invoice aggregation.
- Do not allow cancel orders for fully shipped orders.
- Do not allow cancel orders for partially shipped orders.
- Do not override supplier's routing method for orders that match buyer's conditions.
- Do not mark purchase order as received when the receipt displays close for receiving.

Done

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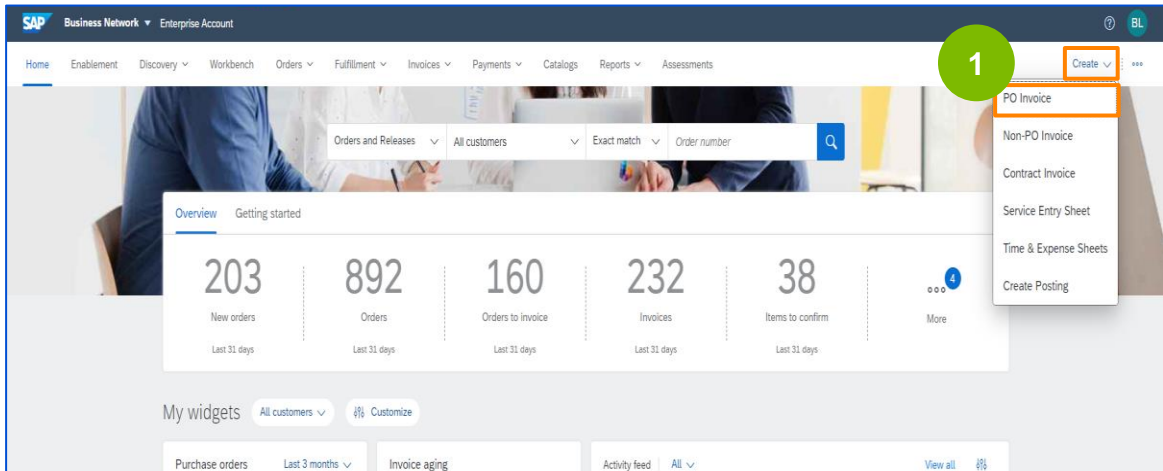
## **Méthodes de soumission des factures - Facture via PO Flip (matériels)**

Les étapes suivantes s'adressent aux **fournisseurs de LyondellBasell**

## Méthodes de soumission des factures - Facture via PO Flip (matériels)

1

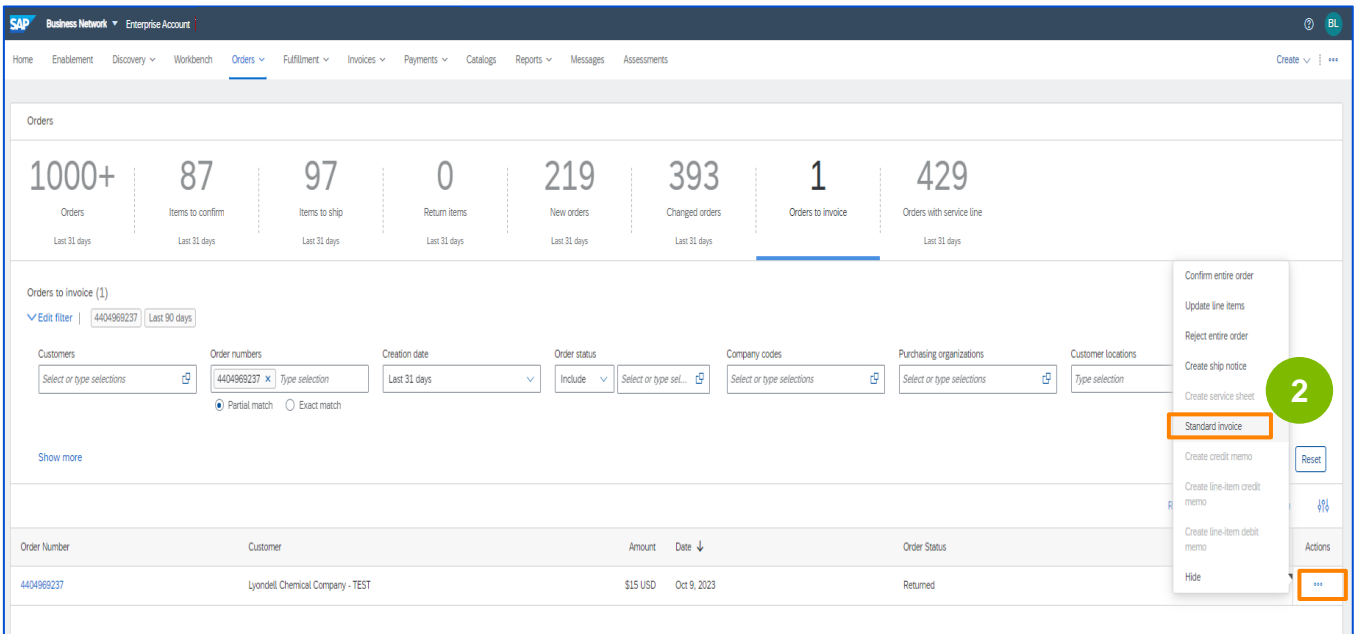
Sur l'écran d'accueil de votre compte Ariba Network, sélectionnez le menu déroulant **Créer** et choisissez **Facture PO**.



La page des commandes s'affiche.

2

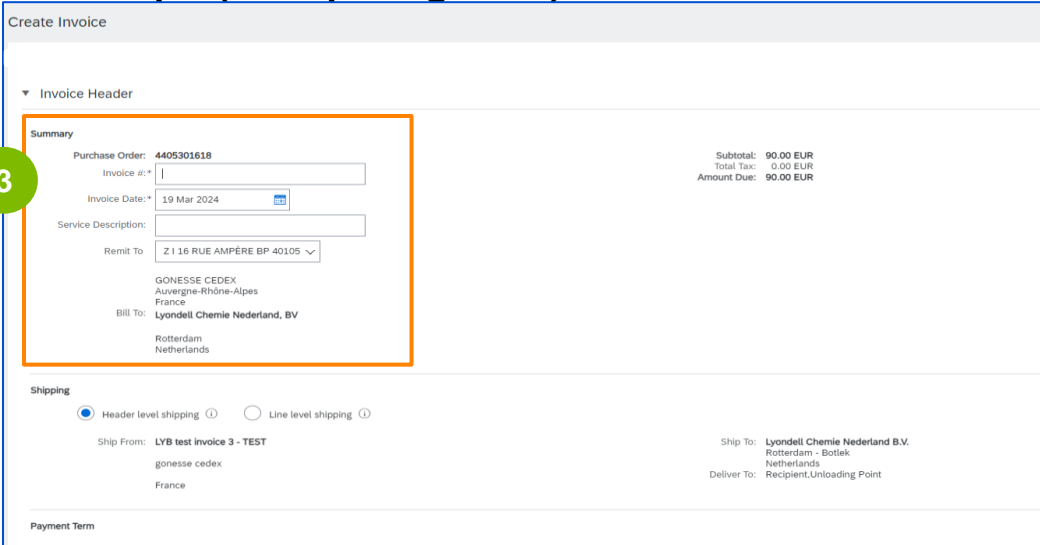
Recherchez la facture souhaitée et cliquez sur le bouton Ellipse (...) > **Facture standard** pour la commande souhaitée pour laquelle vous souhaitez créer une facture.



## Méthodes de soumission des factures - Facture via PO Flip (matériels)

3

La facture est automatiquement pré-remplie avec les données de la commande. **Remplir tous les champs marqués d'un astérisque (champ obligatoire)**



Create Invoice

▼ Invoice Header

Summary

Purchase Order: 4405301618

Invoice #: \*

Invoice Date: \* 19 Mar 2024

Service Description:

Remit To: Z I 16 RUE AMPERE BP 40105

GONESSE CEDEX  
Auvergne-Rhône-Alpes  
France

Bill To: Lyondell Chemie Nederland, BV  
Rotterdam  
Netherlands

Subtotal: 90.00 EUR  
Total Tax: 0.00 EUR  
Amount Due: 90.00 EUR

Shipping

Header level shipping  Line level shipping

Ship From: LYB test Invoice 3 - TEST  
gonesse cedex  
France

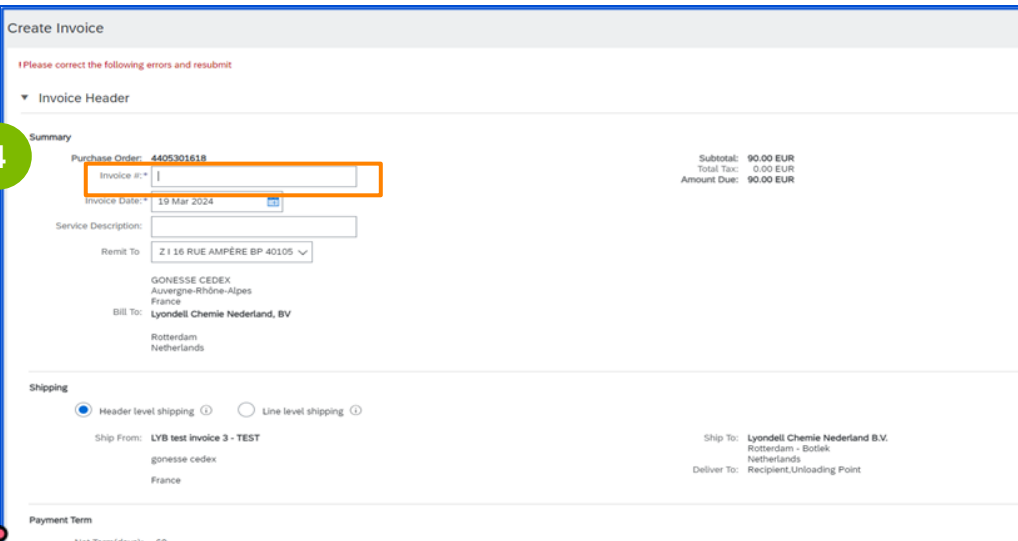
Ship To: Lyondell Chemie Nederland B.V.  
Rotterdam - Botlek  
Netherlands

Deliver To: Recipient,Unloading Point

Payment Term

4

Saisissez un numéro de facture dans le champ **Numéro de facture**, qui est votre numéro unique d'identification de la facture. La date de la facture se remplit automatiquement.



Create Invoice

Please correct the following errors and resubmit

▼ Invoice Header

Summary

Purchase Order: 4405301618

Invoice #: \*

Invoice Date: \* 19 Mar 2024

Service Description:

Remit To: Z I 16 RUE AMPERE BP 40105

GONESSE CEDEX  
Auvergne-Rhône-Alpes  
France

Bill To: Lyondell Chemie Nederland, BV  
Rotterdam  
Netherlands

Subtotal: 90.00 EUR  
Total Tax: 0.00 EUR  
Amount Due: 90.00 EUR

Shipping


Header level shipping  Line level shipping

Ship From: LYB test Invoice 3 - TEST  
gonesse cedex  
France

Ship To: Lyondell Chemie Nederland B.V.  
Rotterdam - Botlek  
Netherlands

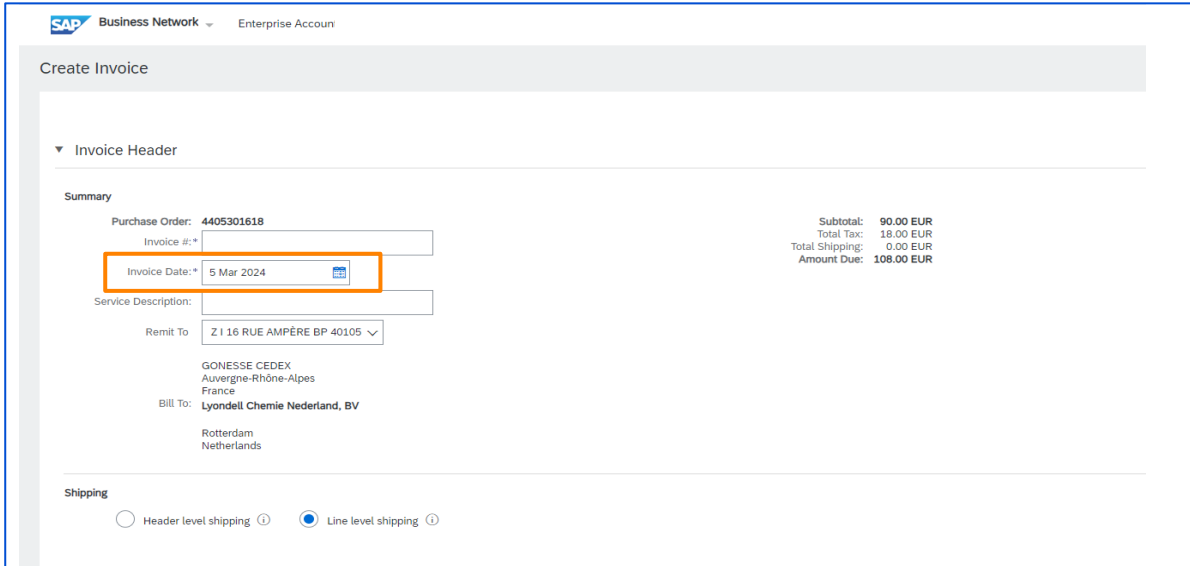
Deliver To: Recipient,Unloading Point

Payment Term

 **Note** : Si vous souhaitez ajouter des lettres dans le champ "Invoice #", elles doivent être en majuscules.

## Méthodes de soumission des factures - Facture via PO Flip (matériels)

5 Sélectionnez une adresse de **remise** appropriée dans la liste déroulante.



SAP Business Network Enterprise Account

Create Invoice

Invoice Header

Summary

Purchase Order: 4405301618

Invoice #: [ ]

Invoice Date: 5 Mar 2024

Service Description: [ ]

Remit To: Z I 16 RUE AMPÈRE BP 40105

GONESSE CEDEX  
Auvergne-Rhône-Alpes  
France

Bill To: Lyondell Chemie Nederland, BV  
Rotterdam  
Netherlands

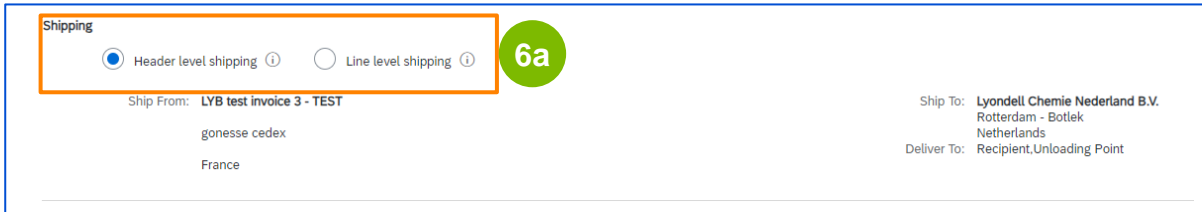
Subtotal: 90.00 EUR  
Total Tax: 18.00 EUR  
Total Shipping: 0.00 EUR  
Amount Due: 108.00 EUR

Shipping

Header level shipping ⓘ  Line level shipping ⓘ

6 Ajouter les **frais d'expédition** et la **taxe d'expédition**, le cas échéant

a. Sélectionnez "**Expédition au niveau de l'en-tête**" en sélectionnant la case d'option appropriée.



Shipping

Header level shipping ⓘ  Line level shipping ⓘ 6a

Ship From: LYB test invoice 3 - TEST

gonesse cedex  
France

Ship To: Lyondell Chemie Nederland B.V.  
Rotterdam - Botlek  
Netherlands

Deliver To: Recipient, Unloading Point

b. Après avoir sélectionné la case d'option appropriée, cliquez sur "**Ajouter à l'en-tête**" et choisissez "**Frais d'expédition**".

Le cas échéant, n'oubliez pas de répéter cette étape pour ajouter la "**taxe d'expédition**" (TVA sur l'expédition).

## Méthodes de soumission des factures - Facture via PO Flip (matériels)

Create Invoice Update Save Exit **Next**

▼ Invoice Header

Summary

Purchase Order: 4405430563 Subtotal: 250.00 EUR  
 Invoice #:  Total Tax: 0.00 EUR  
 Invoice Date: 5 Aug 2024 Amount Due: 250.00 EUR  
 Service Description:   
 Remit To: LANDGRABENWEG 151

\* Indicates required field Add to Header ▼

Shipping Cost

Shipping Tax

Shipping Documents


Special Handling

Additional Reference Documents and Dates

Comment

Attachment

6b

 **Remarque** : l'option "Ajouter à l'en-tête" permet également d'ajouter des pièces jointes à la facture et/ou des commentaires.

7

- a. Faites défiler vers le bas et vérifiez ou mettez à jour la quantité pour chaque poste que vous facturez.
- b. Si vous **souhaitez** exclure un poste de la facture, cliquez sur la coche verte de ce poste.
- c. Vous pouvez exclure le poste en cliquant sur la case à gauche et en cliquant sur "Supprimer".

7a

| Quantity | Unit | Unit Price |
|----------|------|------------|
| 10       | BX   | 25.00 EUR  |

7b

| No.                                 | Include | Type                     | Part #            |
|-------------------------------------|---------|--------------------------|-------------------|
| <input checked="" type="checkbox"/> | 2       | <input type="checkbox"/> | MATERIAL GOODS_02 |

7c

| No.                      | Include | Type                                | Part #            |
|--------------------------|---------|-------------------------------------|-------------------|
| <input type="checkbox"/> | 2       | <input checked="" type="checkbox"/> | MATERIAL GOODS_02 |

Pricing Details Price Unit: \* BX

Unit Conversion: \* 1

Delete

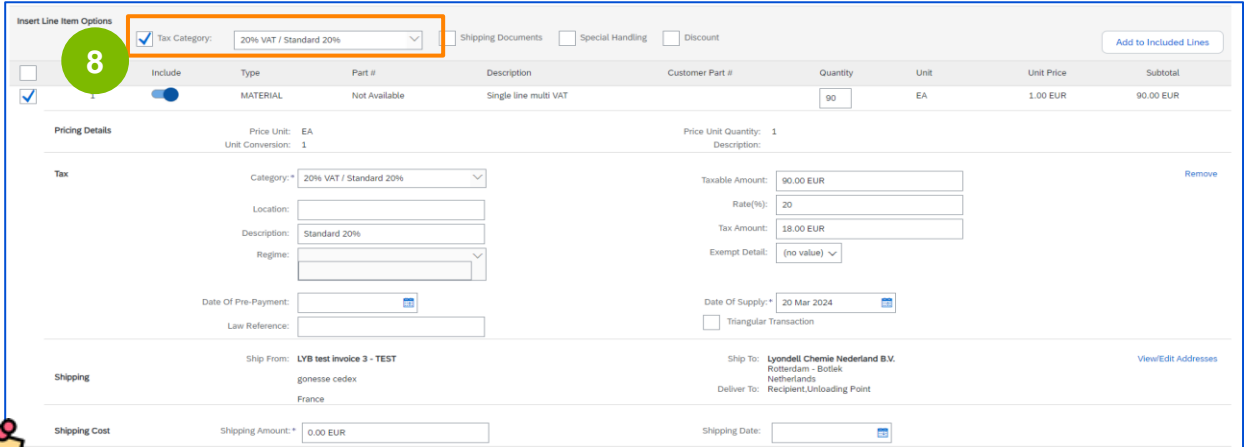


**Note** : Vous pouvez générer une facture ultérieurement pour facturer l'élément exclu.



## Méthodes de soumission des factures - Facture via PO Flip (matériels)

- 8 Cliquez sur **Catégorie de taxe** et sélectionnez une option dans la liste déroulante.



**Insert Line Item Options**

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

| No. | Include                             | Type     | Part #        | Description           | Customer Part # | Quantity | Unit | Unit Price | Subtotal  |
|-----|-------------------------------------|----------|---------------|-----------------------|-----------------|----------|------|------------|-----------|
| 1   | <input checked="" type="checkbox"/> | MATERIAL | Not Available | Single line multi VAT |                 | 90       | EA   | 1.00 EUR   | 90.00 EUR |

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

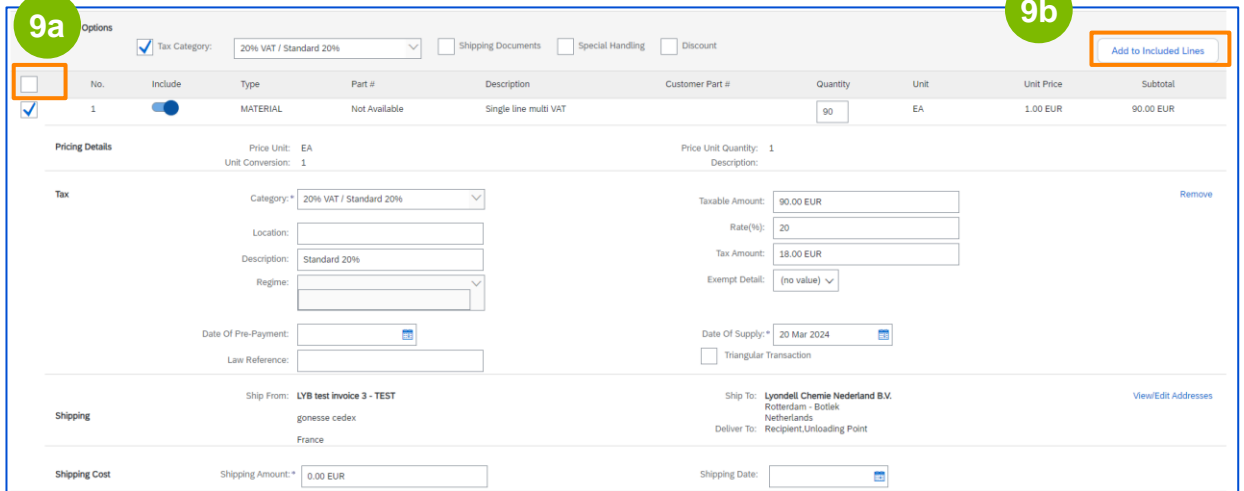
**Tax**  
 Category: 20% VAT / Standard 20% Taxable Amount: 90.00 EUR  
 Location: Rate(%): 20  
 Description: Standard 20% Tax Amount: 18.00 EUR  
 Regime: Exempt Detail: (no value)  
 Date Of Pre-Payment: Date Of Supply: 20 Mar 2024  
 Law Reference:  Triangular Transaction

**Shipping**  
 Ship From: LYB test invoice 3 - TEST  
 Ship To: Lyondell Chemie Nederland B.V.  
 gonesse cedex Rotterdam - Botlek  
 France Netherlands  
 Deliver To: Recipient,Unloading Point

**Shipping Cost**  
 Shipping Amount: 0.00 EUR  
 Shipping Date:

**Note :** Vous pouvez configurer d'autres catégories, taux et descriptions de taxes dans le menu déroulant "**Configurer la taxe**".

- 9 Sélectionnez les lignes que vous souhaitez inclure, puis cliquez sur **Ajouter aux lignes incluses**.



**Options**

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

| No. | Include                             | Type     | Part #        | Description           | Customer Part # | Quantity | Unit | Unit Price | Subtotal  |
|-----|-------------------------------------|----------|---------------|-----------------------|-----------------|----------|------|------------|-----------|
| 1   | <input checked="" type="checkbox"/> | MATERIAL | Not Available | Single line multi VAT |                 | 90       | EA   | 1.00 EUR   | 90.00 EUR |

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

**Tax**  
 Category: 20% VAT / Standard 20% Taxable Amount: 90.00 EUR  
 Location: Rate(%): 20  
 Description: Standard 20% Tax Amount: 18.00 EUR  
 Regime: Exempt Detail: (no value)  
 Date Of Pre-Payment: Date Of Supply: 20 Mar 2024  
 Law Reference:  Triangular Transaction

**Shipping**  
 Ship From: LYB test invoice 3 - TEST  
 Ship To: Lyondell Chemie Nederland B.V.  
 gonesse cedex Rotterdam - Botlek  
 France Netherlands  
 Deliver To: Recipient,Unloading Point

**Shipping Cost**  
 Shipping Amount: 0.00 EUR  
 Shipping Date:

**Remarque :** enregistrez votre facture à tout moment pendant la création de la facture pour la retravailler ultérieurement. Vous pouvez conserver les factures provisoires jusqu'à 7 jours.

## Méthodes de soumission des factures - Facture via PO Flip (matériels)



**Remarque : des détails supplémentaires** peuvent être consultés au niveau de l'article en éditant un article.

Line Item Actions

**Edit**

Add

Shipping Documents

Line Items

Insert Line Item Options

Tax Category:

Shipping Documents  Special Handling  Discount

Add to Included Lines

| No. | Include                             | Type     | Part#    | Description                                   | Customer Part# | Quantity | Unit | Unit Price | Subtotal |
|-----|-------------------------------------|----------|----------|-----------------------------------------------|----------------|----------|------|------------|----------|
| 1   | <input checked="" type="checkbox"/> | MATERIAL | GOODS_01 | Copy Paper White, A3, 80gsm (ream 500 sheets) |                | 5        | EA   | 0.50 EUR   | 2.50 EUR |

Create Invoice [Done](#) [Cancel](#)

Invoice Item \* Indicates required field [Line Item Actions](#)

Quantity:  Unit: EA Part #: GOODS\_01

Unit Price:  Subtotal: 5.00 EUR

Description: Copy Paper White, A3, 80gsm (ream 500 sheets)

Pricing Details

Price Unit:  Price Unit Quantity:

Unit Conversion:  Description:

Inspection Date:

Shipping

Ship From: Ariba\_TestSupplier - TEST  
Praha 5  
Czech Republic

Ship To: Sandbox Buyer - Test  
Praha  
Czech Republic  
Cristian Mihalache  
2nd Floor, SI Team

[View/Edit Addresses](#)

10

Vérifiez l'exactitude de votre facture sur la page **Révision**. Si aucune modification n'est nécessaire, cliquez sur **Soumettre** pour envoyer la facture à LyondellBasell.

Create Invoice [Previous](#) [Save](#) [Submit](#)

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as intra-EU Trade. The document's originating country is:France. The document's destination country is:Netherlands. If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

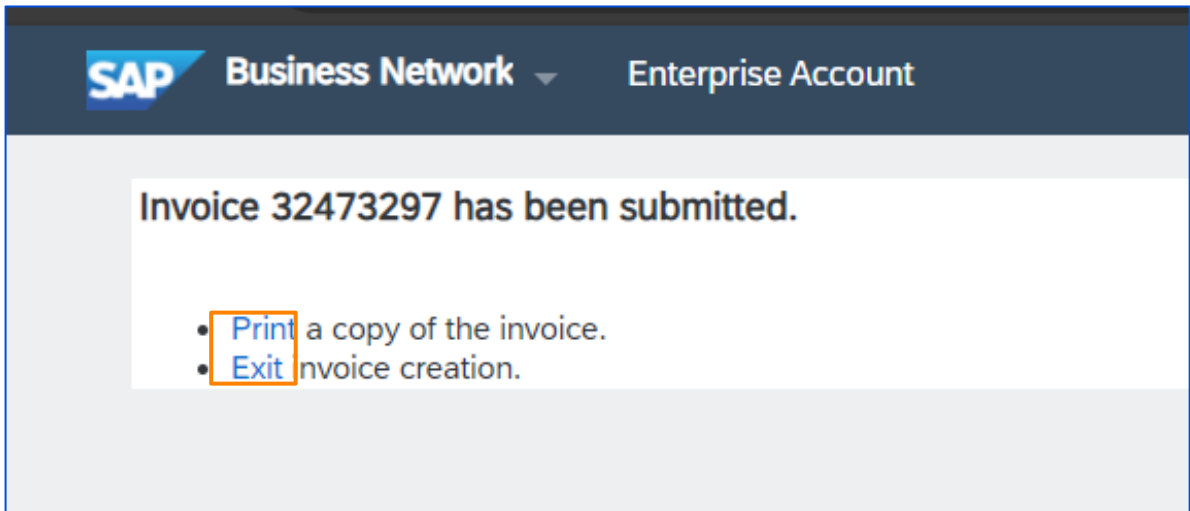
|                                                                                                                                               |                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <p>Invoice Number: INV4405301618</p> <p>Invoice Date: Wednesday 20 Mar 2024 10:15 AM GMT-05:00</p> <p>Original Purchase Order: 4405301618</p> | <p>Subtotal: 90.00 EUR</p> <p>Total Tax: 18.00 EUR</p> <p>Total Shipping: 0.00 EUR</p> <p>Amount Due: 108.00 EUR</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|

|                                                                                                                                                                                                                           |                                                                                                                                                                  |                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>REMIT TO:</b></p> <p>Tresorerie</p> <p>Postal Address:<br/>Z I 16 RUE AMPÈRE<br/>95506 GONESSE CEDEX<br/>Auvergne-Rhône-Alpes<br/>France<br/>Remit To ID: BNP Paribas</p> <p>Tax ID of Supplier: 33466885200026</p> | <p><b>BILL TO:</b></p> <p>Lyondell Chemie Nederland, BV</p> <p>Postal Address:<br/>Deltseplein-27E<br/>3013 AA Rotterdam<br/>Netherlands<br/>Address ID: 370</p> | <p><b>SUPPLIER:</b></p> <p>Postal Address:<br/>Z I 16 RUE AMPÈRE BP 40105<br/>95506 GONESSE CEDEX<br/>Île-de-France<br/>France</p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|

**Remarque : enregistrez** votre facture à tout moment pendant la création de la facture pour la retravailler ultérieurement. Les factures provisoires peuvent être conservées jusqu'à 7 jours.



## Méthodes de soumission des factures - Facture via PO Flip (matériels)



**Note** : Vous serez informé qu'une facture a été soumise. Vous pouvez cliquer sur le bouton **Imprimer** pour imprimer la facture ou sur le bouton Quitter pour effectuer d'autres actions.



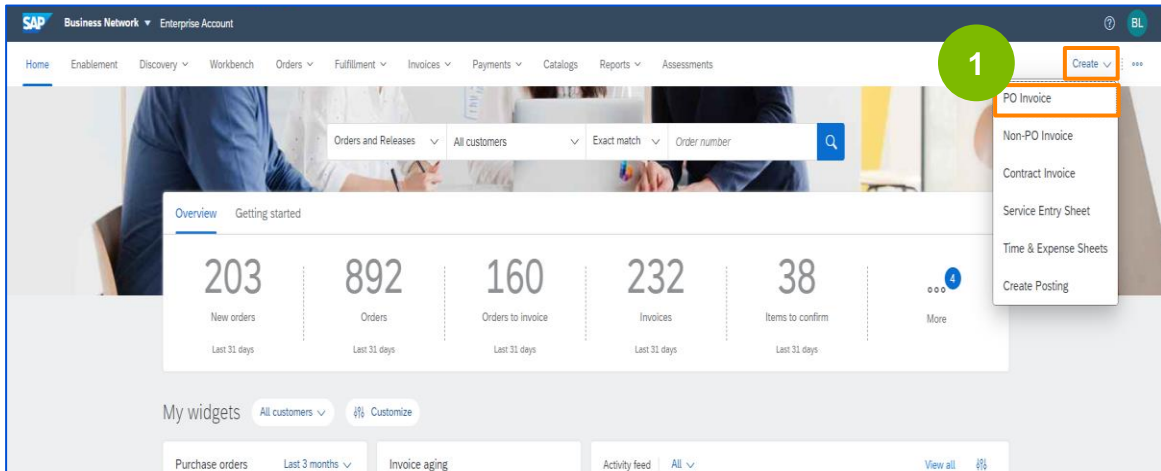
## Méthodes de soumission des factures - Facture via PO Flip (Services)

Les étapes suivantes s'adressent aux **fournisseurs de LyondellBasell**

## Méthodes de soumission des factures - Facture via PO Flip (Services)

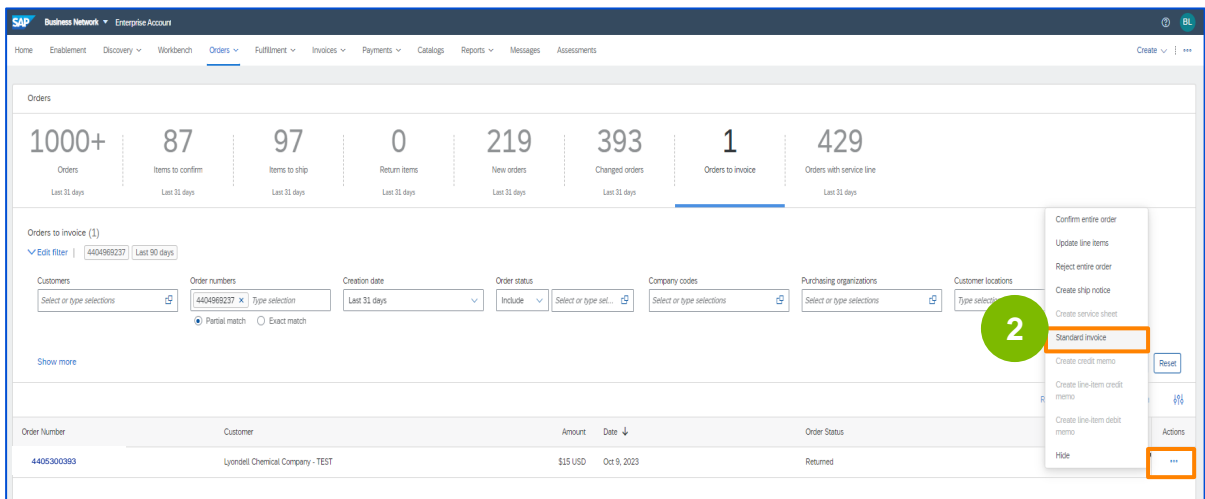
1

Sur l'écran d'accueil de votre compte Ariba Network, sélectionnez le menu déroulant **Créer** et choisissez **Facture PO**.



2

La page des commandes s'affiche. Recherchez la facture souhaitée et cliquez sur le bouton Ellipse (...) > **Facture standard** pour la commande souhaitée pour laquelle vous souhaitez créer une facture.





## Méthodes de soumission des factures - Facture via PO Flip (Services)

3

Dans l'écran **Créer une facture**, saisissez le **numéro de facture** souhaité dans le champ Numéro de facture.

The screenshot shows the 'Create Invoice' interface in SAP Business Network. A green circle with the number '3' highlights the 'Purchase Order' field, which contains the value '4405300393'. Other visible fields include 'Invoice #', 'Invoice Date', 'Remit To', 'Ship From', and 'Payment Term'.

4

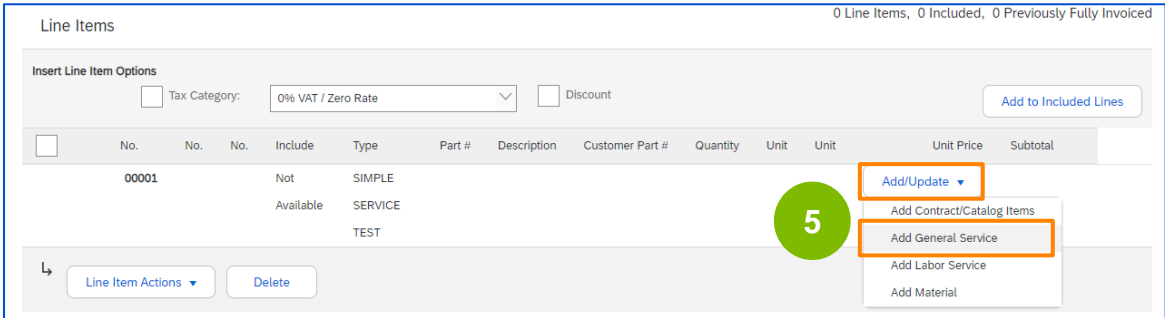
Faites défiler vers le bas et ajoutez la **date de début du service** et la **date de fin du service** pour la facture.

The screenshot shows the 'Create Invoice' interface in SAP Business Network, scrolled down to the 'Additional Fields' section. A green circle with the number '4' highlights the 'Service Start Date' and 'Service End Date' fields, both set to '7 Dec 2023'. Other visible fields include 'Supplier Account ID #', 'Customer Reference', and 'Supplier Reference'.

## Méthodes de soumission des factures - Facture via PO Flip (Services)

5

Uniquement pour les bons de commande sans service spécifié, cochez la case à côté du service souhaité et cliquez sur **Ajouter/Mettre à jour > Ajouter un service général** pour ajouter les détails du service.



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

Insert Line Item Options

Tax Category: 0% VAT / Zero Rate  Discount [Add to Included Lines](#)

| No.                      | No.   | No. | Include       | Type                | Part # | Description | Customer Part # | Quantity | Unit | Unit | Unit Price | Subtotal |
|--------------------------|-------|-----|---------------|---------------------|--------|-------------|-----------------|----------|------|------|------------|----------|
| <input type="checkbox"/> | 00001 |     | Not Available | SIMPLE SERVICE TEST |        |             |                 |          |      |      |            |          |

Line Item Actions

**5** [Add/Update](#)

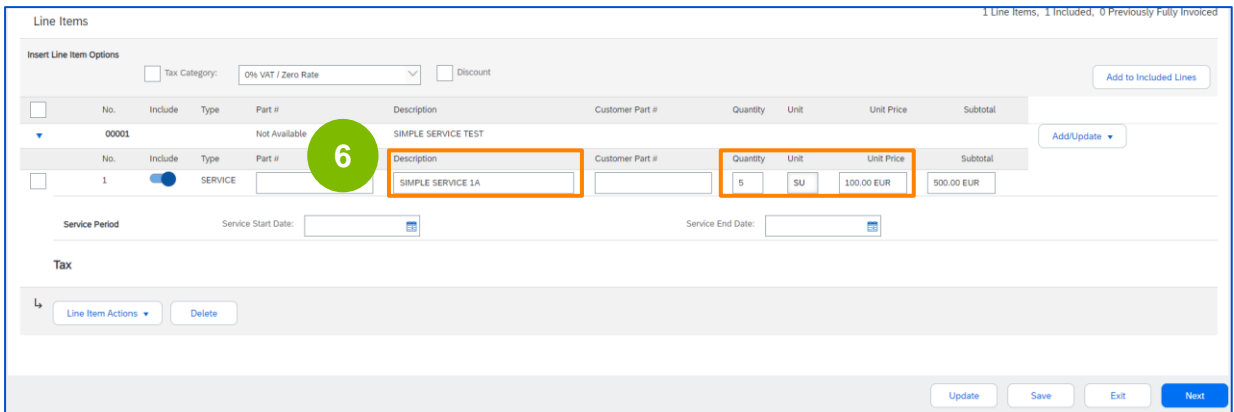
- Add Contract/Catalog Items
- Add General Service**
- Add Labor Service
- Add Material



**Note :** Veillez à ne sélectionner que l'option **Ajouter un service général**.

6

Renseignez les champs **Description**, **Quantité**, **Unité** et **Prix unitaire**.



Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 0% VAT / Zero Rate  Discount [Add to Included Lines](#)

| No.                                 | Include                             | Type    | Part # | Description              | Customer Part # | Quantity | Unit      | Unit Price        | Subtotal   |
|-------------------------------------|-------------------------------------|---------|--------|--------------------------|-----------------|----------|-----------|-------------------|------------|
| <input type="checkbox"/>            |                                     |         |        | SIMPLE SERVICE TEST      |                 |          |           |                   |            |
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | SERVICE |        | <b>SIMPLE SERVICE 1A</b> |                 | <b>5</b> | <b>SU</b> | <b>100.00 EUR</b> | 500.00 EUR |

Service Period Service Start Date:  Service End Date:

Tax

Line Item Actions

**6**

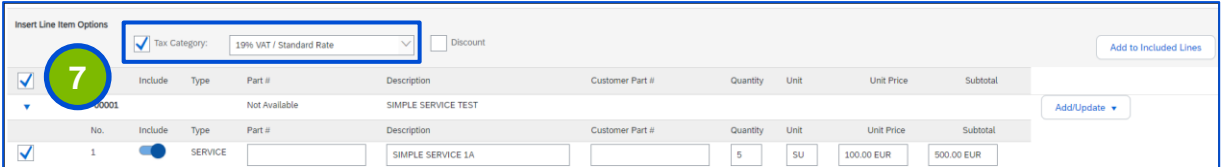
[Update](#) [Save](#) [Exit](#) [Next](#)




**Note :** Pour les ordres de service, le champ **Quantité** doit toujours être renseigné avec la valeur "1" et le champ **Unité** avec la valeur "SU".

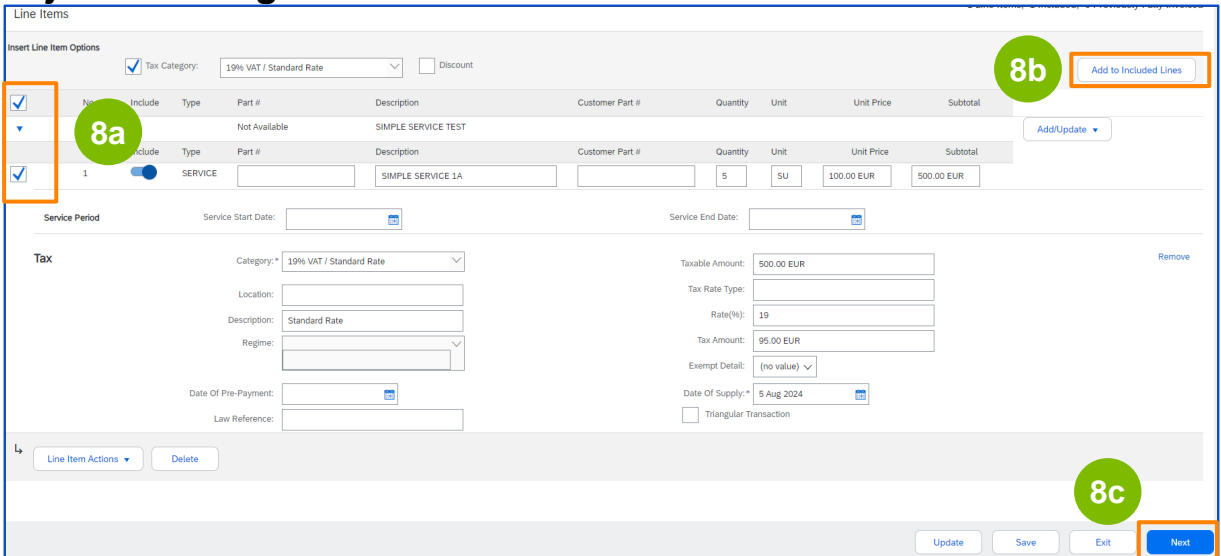
## Méthodes de soumission des factures - Facture via PO Flip (Services)

- 7 Cliquez sur **Catégorie de taxe** et sélectionnez une option dans la liste déroulante.




 **Note :** Vous pouvez configurer d'autres catégories, taux et descriptions de taxes dans le menu déroulant "**Configurer la taxe**".

- 8 Sélectionnez les lignes que vous souhaitez inclure, puis cliquez sur **Ajouter aux lignes incluses**.



Si tous les détails de la facture sont renseignés, vous pouvez cliquer sur **Suivant** pour continuer.

 **Remarque :** enregistrez votre facture à tout moment pendant la création de la facture pour la retravailler ultérieurement. Vous pouvez conserver les factures provisoires jusqu'à 7 jours.



## Méthodes de soumission des factures - Facture via PO Flip (Services)

9

Vérifiez l'exactitude de votre facture sur la page **Révision**. Si aucune modification n'est nécessaire, cliquez sur **Soumettre** pour envoyer la facture à LyondellBasell.

Create Invoice Previous Save **Submit** Exit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Domestic Trade. The document's originating country is:Germany. The document's destination country is:Germany.  
If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

|                                                     |                       |
|-----------------------------------------------------|-----------------------|
| Invoice Number: INV4405430565AA                     | Subtotal: 10.00 EUR   |
| Invoice Date: Thursday 5 Sep 2024 1:36 PM GMT-05:00 | Total Tax: 1.90 EUR   |
| Original Purchase Order: 4405430565                 | Amount Due: 11.90 EUR |

**SERVICE PERIOD**  
Start Date : 5 Sep 2024  
End Date : 5 Sep 2024

| REMIT TO:                                                                                                    | BILL TO:                                                                                      | SUPPLIER:                                                                            |
|--------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| LYB invoice test 1 - TEST                                                                                    | Basell Polyolefine GmbH                                                                       | LYB invoice test 1 - TEST                                                            |
| Postal Address:<br>LANDGRABENWEG 151<br>53227 BONN<br>North Rhine-Westphalia<br>Germany<br>Remit To ID: EUR1 | Postal Address:<br>Bruehler Strasse-60<br>50389 Wesseling<br>05<br>Germany<br>Address ID: 501 | Postal Address:<br>Landgrabenweg 151<br>53227 Bonn<br>Nordrhein-Westfalen<br>Germany |

10

Vous serez informé qu'une facture a été soumise. Vous pouvez cliquer sur le bouton **Imprimer** pour imprimer la facture ou sur le bouton **Quitter** pour effectuer d'autres actions.

**Invoice INV44054305652 has been submitted.**

- [Print a copy of the invoice.](#)
- [Exit invoice creation.](#)



## Méthodes de soumission des factures - Note de crédit (niveau ligne)

Les étapes suivantes s'adressent aux **fournisseurs de LyondellBasell**



## Méthodes de soumission des factures – Note de crédit (niveau ligne)

1

Sur le bon de commande souhaité, sélectionnez **Créer une facture > Note de crédit de ligne** pour créer une note de crédit au niveau de la ligne.

Purchase Order: 4405300393

Create Order Confirmation | Create Ship Notice | Create Service Sheet | **Create Invoice** | Done

Order Detail

From: Lyondell Chemical Company  
1223 McKinney, Suite 2400  
HOUSTON, TX 77010  
United States  
Phone:  
Fax:

To: LYB test 1 2020 - TEST  
275 N. Stone Dr.  
Pittsburgh, PA 15212-8800  
United States  
Phone:  
Fax:  
Email: adam.lyygar@sap.com

Purchase Order (Summary)  
4405300393  
Amount: \$305.00 USD

Payment Terms: NET 60

Contact Information  
Supplier Address  
CINTAS CORP  
PO BOX 520823  
CINCINNATI, OH 45263-0800  
United States  
Email: Lynd013@lyondellbasell.com  
Phone: +1 513 274 5800  
Fax: +1 513 274 4307

Purchasing Agent  
BRITTANY WAINRIGHT  
Email: brittany.wainright@lyondellbasell.com  
Phone: +1 281 452 8783

Other Information  
PurchaseOrg: OPER

Attachments  
@ No: 4405300393\_Vu0.PDF (application/pdf; charset=UTF-8)

Incoterms Information  
Incoterms Code: FCA (Free Carrier - All)  
Incoterms Location: DESTINATION

Transport Terms Information  
Delivery Terms: Transport Condition  
Transport Terms: FCA-Free Carrier- All (FCA-Free Carrier- All)  
Transport Location: DESTINATION

Routing Status: Acknowledged  
Related Documents: ABC123  
ABC123  
CSV1ES19  
New(9)

Technical Support  
Therryn Robertson  
Email: THERRYN.ROBERTSON@LYONDELLBASELL.COM

2

La page **Mémo ligne** s'affiche.

Sélectionnez la facture souhaitée et cliquez sur **Créer une note de crédit** pour continuer.

Line-Item Memo

Invoices (5)

| Invoice #    | Customer                         | Reference  | Submit Method | Origin   | Self Billing | Source Doc | Date        | Amount       | Routing Status | Invoice Status   |
|--------------|----------------------------------|------------|---------------|----------|--------------|------------|-------------|--------------|----------------|------------------|
| ABC123       | Lyondell Chemical Company - TEST | 4405300393 | Online        | Supplier | No           | Order      | 7 Dec 2023  | \$100.00 USD | On Hold        | Pending Approval |
| CSV1ES75     | Lyondell Chemical Company - TEST | 4405300393 | CSV Upload    | Supplier | No           | Order      | 17 Nov 2023 | \$330.00 USD | Acknowledged   | Sent             |
| CSV1ES74     | Lyondell Chemical Company - TEST | 4405300393 | CSV Upload    | Supplier | No           | Order      | 16 Nov 2023 | \$330.00 USD | Failed         | Rejected         |
| CSV1ES73     | Lyondell Chemical Company - TEST | 4405300393 | CSV Upload    | Supplier | No           | Order      | 16 Nov 2023 | \$320.00 USD | Failed         | Rejected         |
| WV4405300393 | Lyondell Chemical Company - TEST | 4405300393 | Online        | Supplier | No           | Order      | 15 Nov 2023 | \$100.00 USD | Acknowledged   | Approved         |

Create Line-Item Credit Memo | Create Line-Item Debit Memo | Edit | Copy | Create Non-PO Invoice | Create Contract Invoice

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## Méthodes de soumission des factures – Note de crédit (niveau ligne)

La page **Créer une note de crédit** s'affiche. Saisissez le **numéro** et la **date de la note de crédit** souhaitée.

3

3

4

Faites défiler vers le bas et ajoutez la **date de début** et la **date de fin du service**.

4



## Méthodes de soumission des factures – Note de crédit (niveau ligne)

5

Saisissez le motif de la note de crédit sous forme de commentaire dans le champ **Motif de la note de crédit**.

Reason for Credit Memo: Please feel free to add [comments](#)

Default Credit Memo Comment Text:

Add to Header

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 5% Super Fund / superfund Discount Add to Included Lines

| No. | Include                             | Type    | Part # | Description | Customer Part # | Quantity | Unit | Unit Price   | Decrease in Unit Price | Subtotal      |
|-----|-------------------------------------|---------|--------|-------------|-----------------|----------|------|--------------|------------------------|---------------|
|     | <input checked="" type="checkbox"/> | SERVICE |        | TST SERVICE |                 | 1        | SU   | \$100.00 USD | \$-100.00 USD          | \$-100.00 USD |

Service Sheet Details Service Sheet #: INV4405300393 Service Line No.: 1

Service Period Service Start Date: 16 Nov 2023 Service End Date: 23 Nov 2023

Line Item Actions Delete

Update Save Exit Next

6

Faites défiler vers le bas et mettez à jour le **prix unitaire, la date de début du service et la date de fin du service** si vous le souhaitez. Cliquez sur **Suivant** pour continuer.

Reason for Credit Memo: Please feel free to add [comments](#)

Default Credit Memo Comment Text:

Add to Header

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 5% Super Fund / superfund Discount Add to Included Lines

| No. | Include                             | Type    | Part # | Description | Customer Part # | Quantity | Unit | Unit Price   | Decrease in Unit Price | Subtotal      |
|-----|-------------------------------------|---------|--------|-------------|-----------------|----------|------|--------------|------------------------|---------------|
|     | <input checked="" type="checkbox"/> | SERVICE |        | TST SERVICE |                 | 1        | SU   | \$100.00 USD | \$-100.00 USD          | \$-100.00 USD |

Service Sheet Details Service Sheet #: INV4405300393 Service Line No.: 1

Service Period Service Start Date: 16 Nov 2023 Service End Date: 23 Nov 2023

Line Item Actions Delete

Update Save Exit Next



Notes :

- Si des **taxes** s'appliquent, elles doivent également être ajoutées à la note de crédit.
- Les **prix** doivent toujours être négatifs.



## Méthodes de soumission des factures – Note de crédit (niveau ligne)

7

Vérifiez l'exactitude de votre facture sur la page **Révision**. Si aucune modification n'est nécessaire, cliquez sur **Soumettre** pour envoyer la facture à LyondellBasell.

SAP Business Network - Enterprise Account

Create Line-Item Credit Memo

Confirm and submit the line-item credit memo. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is United States. The document's destination country is United States. If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Line-Item Credit Memo

Original Invoice No: 8104405300393

|                                                                |                          |
|----------------------------------------------------------------|--------------------------|
| Credit Memo Number: CMA405300393                               | Subtotal: \$100.00 USD   |
| Credit Memo Date: Thursday 7 Dec 2023 8:23 AM GMT 08:00        | Total Tax: \$0.00 USD    |
| Original Invoice Number: 8104405300393                         | Amount Due: \$100.00 USD |
| Original Invoice Date: Wednesday 13 Nov 2023 3:34 PM GMT-08:00 |                          |
| Original Purchase Order: 4809300393                            |                          |
| Full Price Adjustment: Yes                                     |                          |

SERVICE PERIOD

Start Date: 7 Dec 2023  
End Date: 14 Dec 2023

|                                                              |                                                                                   |                                                                                                                   |
|--------------------------------------------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| <b>REMY TO:</b>                                              | <b>BILL TO:</b>                                                                   | <b>SUPPLIER:</b>                                                                                                  |
| PO BOX 630003<br>CINCINNATI, OH 45263-0003<br>United States  | 1221 McKinney, Suite 300<br>HOUSTON, TX 77010<br>United States<br>Address ID: 130 | 271 N Shore Dr<br>Pittsburgh, PA 15212-5860<br>United States                                                      |
| <b>BILL FROM:</b>                                            | <b>CUSTOMER:</b>                                                                  | <b>WIRE PAYMENT TO BANK:</b>                                                                                      |
| 271 N Shore Dr<br>Pittsburgh, PA 15212-5860<br>United States | 1221 McKinney, Suite 300<br>HOUSTON, TX 77010<br>United States<br>Address ID: 130 | S CORPORATION<br>Account Type: Checking<br>Branch Name: 042000384<br>Account ID: 70490404<br>SWIFT Code: FIBCU33C |

SHIPPING INFORMATION:

|                                           |                                                                   |
|-------------------------------------------|-------------------------------------------------------------------|
| <b>SHIP FROM:</b>                         | <b>SHIP TO:</b>                                                   |
| LYB test 1 2020 - TEST<br>Postal Address: | Lyondell Chemical Company<br>Postal Address (Receiving Location): |



**Remarque : enregistrez** votre facture à tout moment pendant la création de la facture pour la retravailler ultérieurement. Vous pouvez conserver les factures provisoires jusqu'à 7 jours.

SAP Business Network - Enterprise Account

invoice CMA405300393 has been submitted.

- Print a copy of the invoice.
- End invoice creation.

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**Note :** Vous serez informé qu'une facture a été soumise. Vous pouvez cliquer sur le bouton **Imprimer** pour imprimer la facture ou sur le bouton **Quitter** pour effectuer d'autres actions.

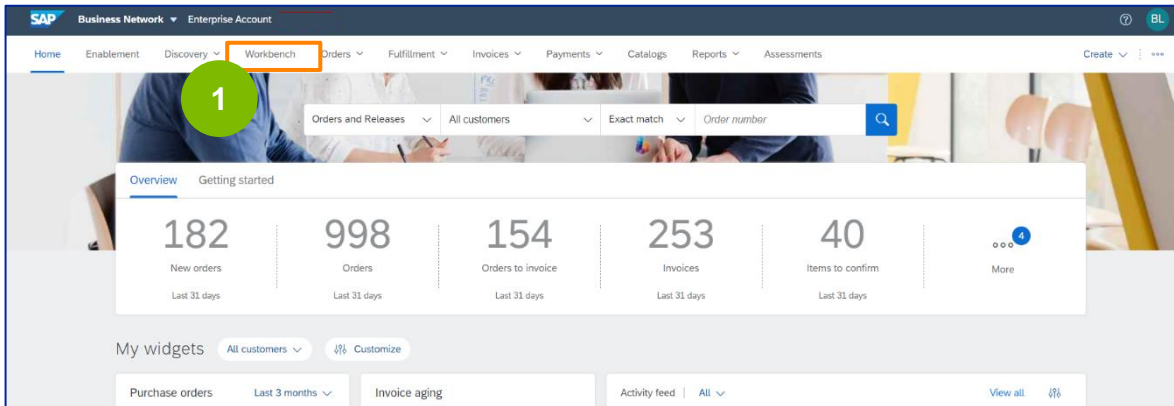


## Méthodes de soumission des factures - Copier les factures

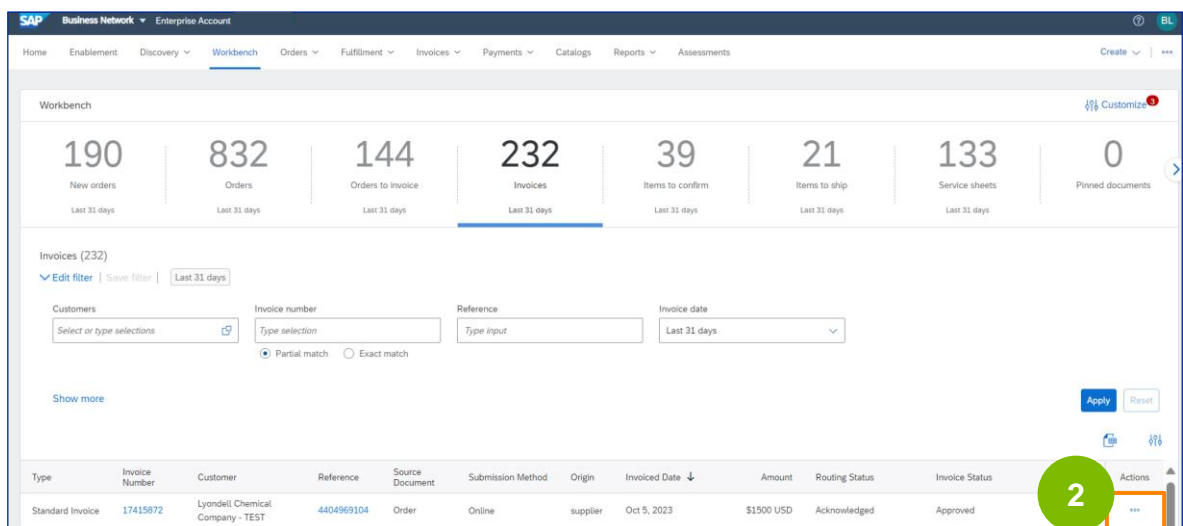
Les étapes suivantes s'adressent aux **fournisseurs de LyondellBasell**

## Méthodes de soumission des factures - Copier les factures

1 Sur la page d'accueil d'Ariba Network, cliquez sur l'onglet Workbench pour afficher les factures.



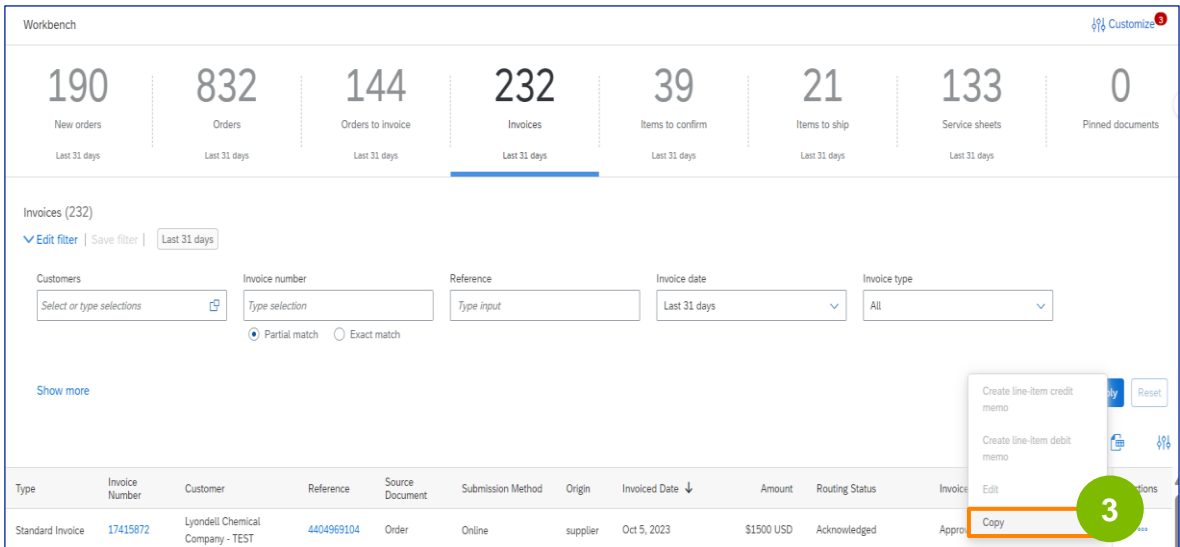
2 La page Workbench s'affiche. Allez dans l'onglet **Facture** et sélectionnez le bouton Ellipse (...) pour la facture que vous souhaitez copier.





## Méthodes de soumission des factures - Copier les factures

**3** Un menu déroulant apparaît. Sélectionnez **Copier** pour continuer.



Workbench Customize

190 New orders (Last 31 days) | 832 Orders (Last 31 days) | 144 Orders to invoice (Last 31 days) | **232 Invoices (Last 31 days)** | 39 Items to confirm (Last 31 days) | 21 Items to ship (Last 31 days) | 133 Service sheets (Last 31 days) | 0 Pinned documents

Invoices (232) ▼ Edit filter Save filter Last 31 days

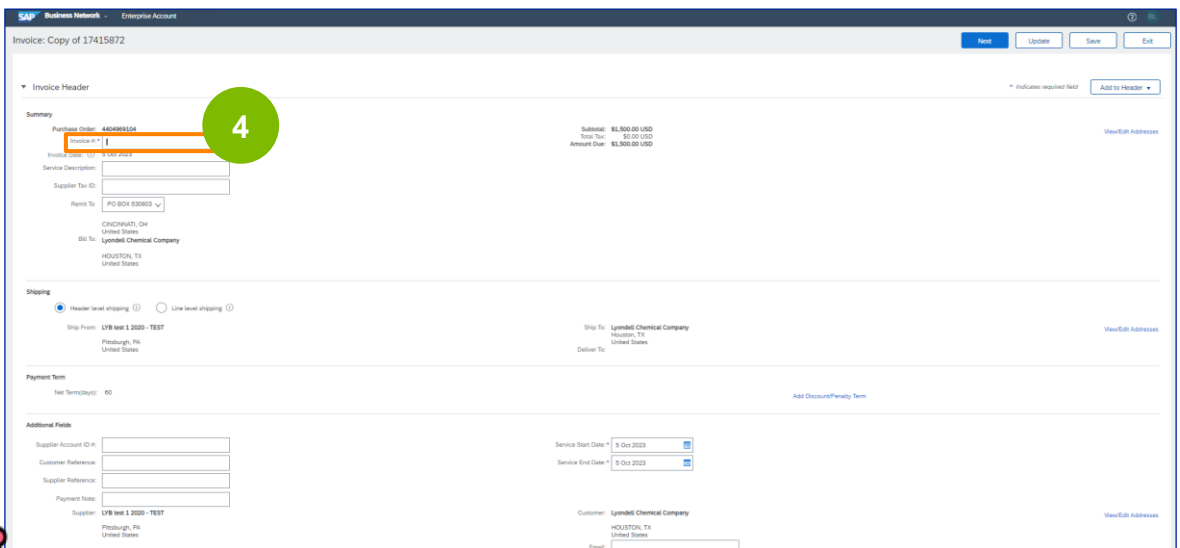
Customers:   Reference:  Invoice date:  Invoice type:

Partial match  Exact match

[Show more](#)

| Type             | Invoice Number | Customer                         | Reference  | Source Document | Submission Method | Origin   | Invoiced Date ↓ | Amount     | Routing Status | Invoice  | Actions                         |
|------------------|----------------|----------------------------------|------------|-----------------|-------------------|----------|-----------------|------------|----------------|----------|---------------------------------|
| Standard Invoice | 17415872       | Lyondell Chemical Company - TEST | 4404969104 | Order           | Online            | supplier | Oct 5, 2023     | \$1500 USD | Acknowledged   | Approved | Edit<br>Copy <b>3</b><br>Cancel |

**4** Les champs seront pré-remplis à partir de la facture précédente, à l'exception du numéro de facture. Saisissez un nouveau numéro de facture et modifiez les autres champs si nécessaire.



SAP Business Network Enterprise Account

Invoice: Copy of 17415872 test Update Save Exit

**Invoice Header**

Summary

Purchase Order: 4404969104 **4**

Invoice #:

Invoice Date: 05 Oct 2023

Service Description:

Supplier Tax ID:

Name To: PO BOX 630803

CINCINNATI, OH United States

Bill To: Lyondell Chemical Company

HOUSTON, TX United States

Shipping

Header level shipping  Line level shipping

Ship From: LYB test 1 2023 - TEST Pittsburgh, PA United States

Ship To: Lyondell Chemical Company Houston, TX United States

Deliver To:

Payment Term

Net Terms(Days): 00 Add Discount/Penalty Term

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: LYB test 1 2023 - TEST

Customer: Lyondell Chemical Company

Pittsburgh, PA United States

HOUSTON, TX United States

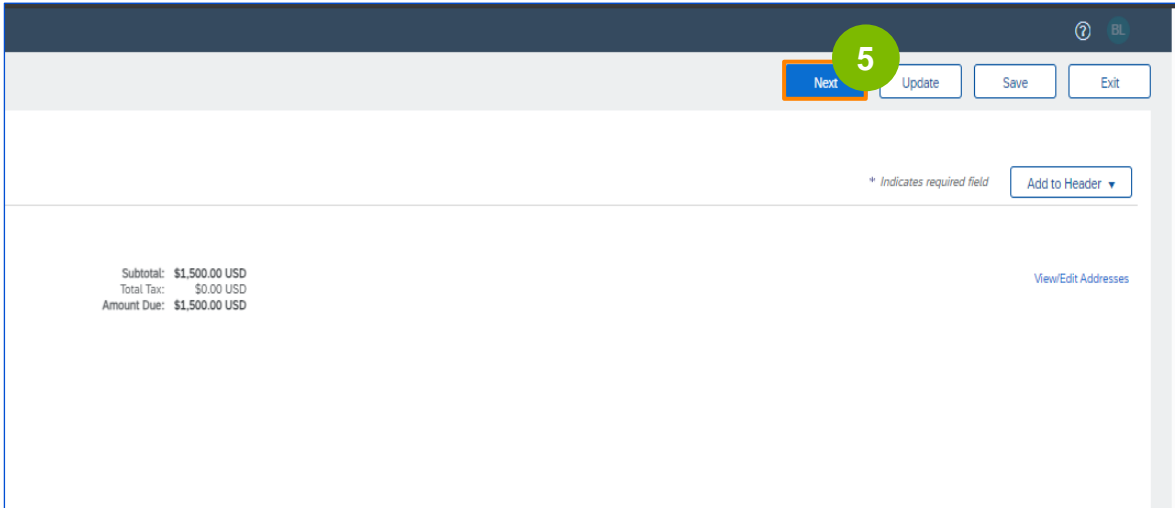
Email:

Subtotal: \$1,500.00 USD  
Tax Tot: \$0.00 USD  
Amount Due: \$1,500.00 USD

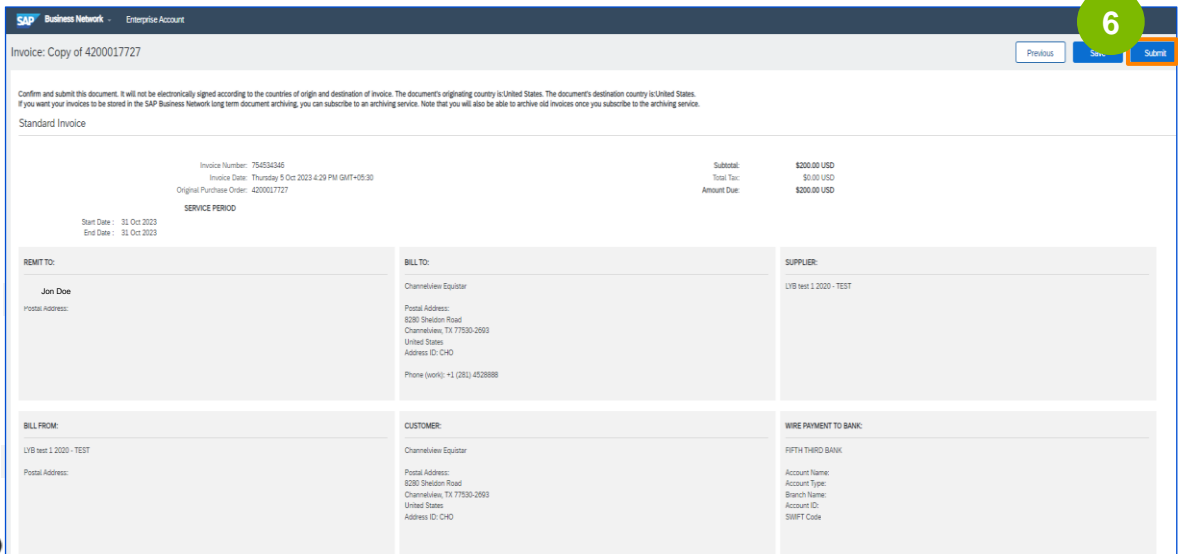
**Note :** Pour les lignes TVA, assurez-vous que la date de livraison au niveau de la ligne est correcte. Si vous souhaitez ajouter des caractères alphabétiques dans le champ "Invoice #", ils doivent être en majuscules.

## Méthodes de soumission des factures - Copier les factures

5 Cliquez sur **Suivant** pour continuer.



6 Vérifiez l'exactitude de votre facture sur la page **Révision**. Si aucune modification n'est nécessaire, cliquez sur **Soumettre** pour envoyer la facture à LyondellBasell.



**Remarque : enregistrez** votre facture à tout moment pendant la création de la facture pour la retravailler ultérieurement. Les factures provisoires peuvent être conservées jusqu'à 7 jours.



## Gestion des factures - Recherche d'une facture

Les étapes suivantes s'adressent aux **fournisseurs de LyondellBasell**



## Gestion des factures - Recherche d'une facture

- 1 Dans l'onglet **Accueil**, sélectionnez **Factures** dans le type de document à rechercher.

SAP Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs Reports Assessments Create

Invoices Lyondell Chemical Compar Exact match

Overview Getting started

|                                   |                               |                                          |                                 |                                        |      |
|-----------------------------------|-------------------------------|------------------------------------------|---------------------------------|----------------------------------------|------|
| 193<br>New orders<br>Last 31 days | 840<br>Orders<br>Last 31 days | 146<br>Orders to invoice<br>Last 31 days | 234<br>Invoices<br>Last 31 days | 39<br>Items to confirm<br>Last 31 days | More |
|-----------------------------------|-------------------------------|------------------------------------------|---------------------------------|----------------------------------------|------|

My widgets All customers Customize

|                                             |                            |                               |
|---------------------------------------------|----------------------------|-------------------------------|
| Purchase orders Last 3 months<br>€2.02M EUR | Invoice aging<br>€664K EUR | Activity feed All<br>View all |
|---------------------------------------------|----------------------------|-------------------------------|

Invoice paid Oct 05, 2023 | 04:42 PM | Lyondell Chemical Compan...  
82509310 \$1,500.00 USD

- 2 Sélectionnez **LyondellBasell** dans le menu déroulant Client.

SAP Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs Reports Assessments Create

Invoices Lyondell Chemical Compar Invoice Number

Overview Getting started

|                                   |                               |                                          |                                 |                                        |      |
|-----------------------------------|-------------------------------|------------------------------------------|---------------------------------|----------------------------------------|------|
| 193<br>New orders<br>Last 31 days | 840<br>Orders<br>Last 31 days | 146<br>Orders to invoice<br>Last 31 days | 234<br>Invoices<br>Last 31 days | 39<br>Items to confirm<br>Last 31 days | More |
|-----------------------------------|-------------------------------|------------------------------------------|---------------------------------|----------------------------------------|------|

My widgets All customers Customize

|                                             |                            |                               |
|---------------------------------------------|----------------------------|-------------------------------|
| Purchase orders Last 3 months<br>€2.02M EUR | Invoice aging<br>€664K EUR | Activity feed All<br>View all |
|---------------------------------------------|----------------------------|-------------------------------|

Invoice paid Oct 05, 2023 | 04:42 PM | Lyondell Chemical Compan...  
82509310 \$1,500.00 USD



## Gestion des factures - Recherche d'une facture

3 Saisissez le numéro de facture souhaité.

The screenshot shows the SAP Business Network interface. At the top, there is a navigation bar with various tabs like Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Assessments. Below the navigation bar, there is a search bar with the text "Invoices" and "Lyondell Chemical Compar" selected. The search criteria are set to "Exact match" and the invoice number "11221654" is entered. A green circle with the number 3 highlights the search bar. Below the search bar, there is a dashboard with several widgets. The first widget shows "Overview" with "Getting started" and five metrics: 193 New orders, 840 Orders, 146 Orders to invoice, 234 Invoices, and 39 Items to confirm. Below this, there are "My widgets" including "Purchase orders" (€2.02M EUR), "Invoice aging" (€664K EUR), and "Activity feed" (Invoice paid Oct 05, 2023 | 04:42 PM | Lyondell Chemical Compan... \$1,500.00 USD).

4 Cliquez sur le bouton **Recherche** pour afficher les résultats de la recherche.

The screenshot shows the same SAP Business Network interface as above. The search bar still contains the invoice number "11221654". A green circle with the number 4 highlights the search button (magnifying glass icon) to the right of the search bar. The rest of the dashboard and widgets are identical to the previous screenshot.



## Gestion des factures - Recherche d'une facture

5

La facture souhaitée apparaît. Sélectionnez le numéro de la facture pour en afficher les détails.

Search Filters

Customer: Lyondell Chemical Company - TEST

Invoice Number: 11221654

Partial number  Exact number

Search Reset

| Invoice # | Customer                         | Reference  | Submit Method | Origin   | Self Billing | Source Doc | Date        | Amount       | Routing Status | Invoice Status   |
|-----------|----------------------------------|------------|---------------|----------|--------------|------------|-------------|--------------|----------------|------------------|
| 11221654  | Lyondell Chemical Company - TEST | 4404965929 | Online        | Supplier | No           | Order      | 11 Jul 2023 | \$100.00 USD | On Hold        | Pending Approval |

Create Line-Item Credit Memo Create Line-Item Debit Memo Edit Copy Create Non-PO Invoice Create Contract Invoice

Invoice: 11221654

Copy This Invoice Print Download PDF Export cXML

Detail Scheduled Payments History

Standard Invoice

|        |                                                     |             |              |
|--------|-----------------------------------------------------|-------------|--------------|
| Status | Invoice: Pending Approval                           | Subtotal:   | \$100.00 USD |
|        | Routing: On Hold                                    | Total Tax:  | \$0.00 USD   |
|        | Invoice Number: 11221654                            | Amount Due: | \$100.00 USD |
|        | Invoice Date: Tuesday 11 Jul 2023 6:51 PM GMT+05:30 |             |              |
|        | Original Purchase Order: 4404965929                 |             |              |
|        | Submission Method: Online                           |             |              |
|        | Origin: Supplier                                    |             |              |
|        | Source Document: Order                              |             |              |

SERVICE PERIOD

Start Date: 11 Jul 2023  
End Date: 11 Jul 2023

|                                                                                                               |                                                                                                                                                      |                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <b>REMIT TO:</b><br>Jon Doe<br>Postal Address:<br>PO BOX 630803<br>CINCINNATI, OH 45263-0803<br>United States | <b>BILL TO:</b><br>Lyondell Chemical Company<br>Postal Address:<br>1221 McKinney, Suite 300<br>HOUSTON, TX 77010<br>United States<br>Address ID: 130 | <b>SUPPLIER:</b><br>LYB test 1 2020 - TEST<br>Postal Address:<br>271 N Shore Dr<br>Pittsburgh, PA 15212-5860<br>United States |
|---------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|



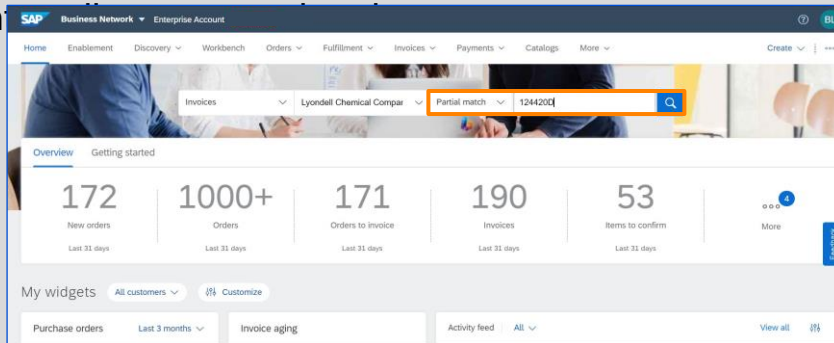
**Remarque :** Les détails de la facture souhaitée apparaissent.



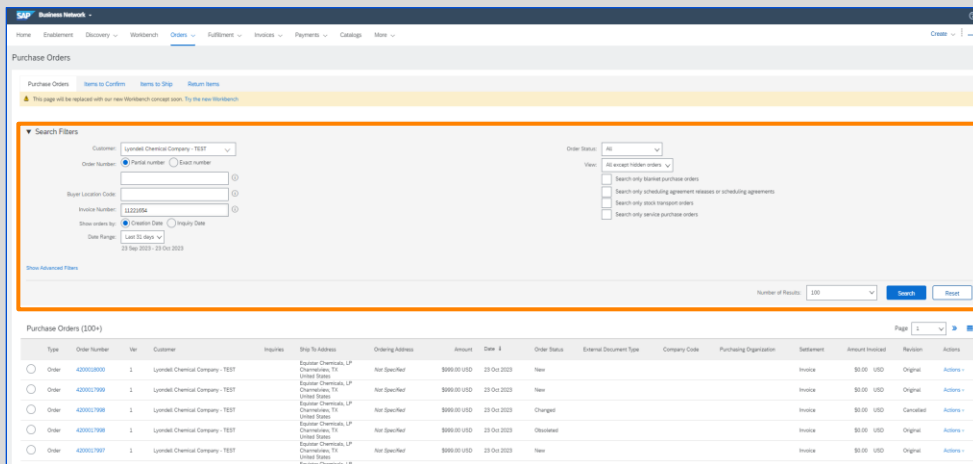
## Gestion des factures - Recherche d'une facture



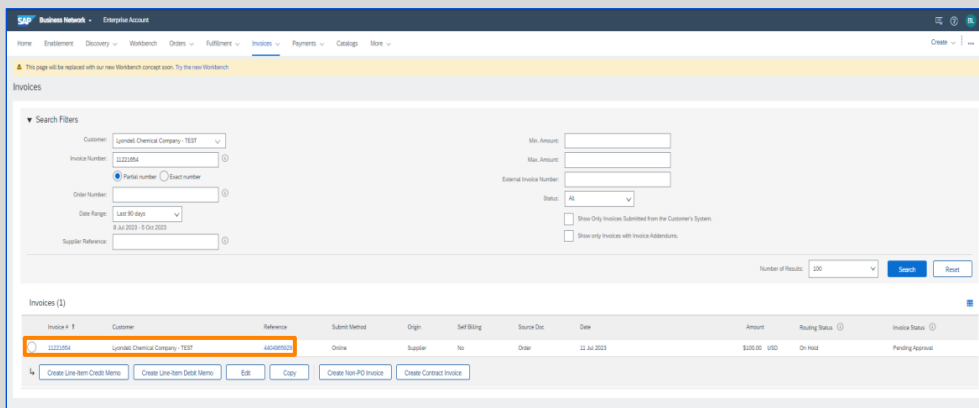
**Remarque :** si vous ne connaissez pas le numéro exact de la facture, vous pouvez sélectionner une correspondance partielle dans le menu déroulant



Sélectionnez les filtres de recherche souhaités pour affiner les résultats de la recherche et cliquez sur Rechercher.



La facture souhaitée apparaît. Vous pouvez cliquer sur le numéro de la facture pour obtenir des détails supplémentaires.





## Gestion des factures - Vérifier le statut de la facture

Les étapes suivantes s'adressent aux **fournisseurs de LyondellBasell**





## Gestion des factures - Vérifier le statut de la facture

1

Sur la page d'accueil d'Ariba Network, sélectionnez l'onglet **Workbench** pour afficher une liste de factures.

SAP Business Network Enterprise Account

Home Enablement Discovery **Workbench** Orders Fulfillment Invoices Payments Catalogs Reports Assessments Create

Invoices Lyondell Chemical Compar Exact match

Overview Getting started

193 New orders (Last 31 days)

840 Orders (Last 31 days)

146 Orders to invoice (Last 31 days)

234 Invoices (Last 31 days)

39 Items to confirm (Last 31 days)

My widgets All customers Customize

Purchase orders Last 3 months €2.02M EUR

Invoice aging €664K EUR

Activity feed All View all

Invoice paid Oct 05, 2023 10:42 PM | Lyondell Chemical Compan... 82509310 \$1,500.00 USD

2

L'onglet Workbench apparaît. Sélectionnez **Factures** pour afficher une liste de factures avec leur **acheminement et leur statut**.

SAP Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs Reports Assessments Create

Workbench

208 New orders (Last 31 days)

984 Orders (Last 31 days)

163 Orders to invoice (Last 31 days)

241 Invoices (Last 31 days)

51 Items to confirm (Last 31 days)

78 Items to ship (Last 31 days)

135 Service sheets (Last 31 days)

0 Pinned documents

Invoices (241)

Customers Invoice number Reference Invoice date Invoice type

| Type             | Invoice Number | Customer                         | Reference  | Source Document | Submission Method | Origin   | Invoiced Date | Amount    | Routing Status | Invoice Status   | Self Billing | Actions |
|------------------|----------------|----------------------------------|------------|-----------------|-------------------|----------|---------------|-----------|----------------|------------------|--------------|---------|
| Standard Invoice | 8503546        | Lyondell Chemical Company - TEST | 4404969229 | Order           | Online            | supplier | Oct 9, 2023   | \$150 USD | Acknowledged   | Approved         | No           | ...     |
| Standard Invoice | 79894255       | Lyondell Chemical Company - TEST | 4404969225 | Order           | Online            | supplier | Oct 9, 2023   | \$100 USD | Acknowledged   | Paid             | No           | ...     |
| Standard Invoice | 79779730       | Lyondell Chemical Company - TEST | 4404969221 | Order           | Online            | supplier | Oct 9, 2023   | \$150 USD | Acknowledged   | Approved         | No           | ...     |
| Standard Invoice | 19299539       | Lyondell Chemical Company - TEST | 4404969222 | Order           | Online            | supplier | Oct 9, 2023   | \$150 USD | On Hold        | Pending Approval | No           | ...     |
| Standard Invoice | 56003438       | Lyondell Chemical Company - TEST | 4404969219 | Order           | Online            | supplier | Oct 9, 2023   | \$150 USD | On Hold        | Pending Approval | No           | ...     |
| Standard Invoice | 804404969209   | Lyondell Chemical Company - TEST | 4404969209 | Order           | Online            | supplier | Oct 7, 2023   | \$100 USD | On Hold        | Pending Approval | No           | ...     |
| Standard Invoice | 804496         | Lyondell Chemical Company - TEST | 4404969205 | Order           | Online            | supplier | Oct 7, 2023   | \$80 USD  | Acknowledged   | Approved         | No           | ...     |
| Standard Invoice | 80261780       | Lyondell Chemical Company - TEST | 4300007769 | Order           | Online            | supplier | Oct 9, 2023   | \$15 USD  | Acknowledged   | Approved         | No           | ...     |



**Note :** Vous pouvez également affiner la recherche en recherchant par numéro de facture.



## Gestion des factures - Vérifier le statut de la facture



### Remarque :

Si vous avez configuré vos notifications de factures, vous recevrez des e-mails concernant les changements de statut des factures. Vous pouvez vérifier le statut de la facture en sélectionnant le lien de la facture dans l'e-mail ou en vous connectant directement à Ariba Network à l'aide des instructions de recherche.

Le **statut d'acheminement** reflète l'état de la transmission de la facture à LyondellBasell via le réseau Ariba.

- **Obsoleted** - Vous avez annulé la facture
- **Échec** - La facture n'est pas parvenue à LyondellBasell. Cela peut être dû à des règles de facturation. Consultez l'onglet Historique pour connaître le motif du rejet.
- **En attente** - Ariba Network a reçu la facture mais ne l'a pas encore traitée.
- **Sent** - Ariba Network a envoyé la facture à une file d'attente. La facture est en attente d'enlèvement par le client.
- **Accusé de réception** - L'application de facturation de LyondellBasell a accusé réception de la facture.

Le **statut de la facture** reflète le statut spécifique de votre facture.

- **Envoyé** - L'application de facturation de LyondellBasell a reçu la facture mais n'a pas encore vérifié la facture par rapport aux bons de commande et aux reçus.
- **Approuvé** - LyondellBasell a vérifié la facture par rapport aux bons de commande et aux reçus et l'a approuvée pour le paiement.
- **Payé** - LyondellBasell a payé la facture ou est en train d'effectuer le paiement.
- **Rejetée** - LyondellBasell a rejeté la facture ou la facture n'a pas été validée par Ariba Network.
- **Échec** - Ariba Network a rencontré un problème d'acheminement de la facture.



## Gestion des factures - Vérifier le statut des paiements

Les étapes suivantes s'adressent aux **fournisseurs de LyondellBasell**



## Gestion des factures - Vérifier le statut des paiements

1

Sur la page d'accueil d'Ariba Network, sélectionnez l'onglet **Workbench** pour afficher une liste de factures.

SAP Business Network Enterprise Account

Home Enablement Discovery **Workbench** Orders Fulfillment Invoices Payments Catalogs Reports Assessments Create

1

Invoices Lyondell Chemical Compar Exact match

Overview Getting started

193 New orders Last 31 days

840 Orders Last 31 days

146 Orders to invoice Last 31 days

234 Invoices Last 31 days

39 Items to confirm Last 31 days

More

My widgets All customers Customize

Purchase orders Last 3 months

Invoice aging

Activity feed All View all

€2.02M EUR

€664K EUR

Invoice paid Oct 05, 2023 | 04:42 PM | Lyondell Chemical Compan... 82509310 \$1,500.00 USD

2

L'onglet **Workbench** apparaît. Sélectionnez le numéro de la facture pour afficher les détails de la facture Paiement. Assurez-vous que le statut de la facture est réglé sur **Payé**.

SAP Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs Reports Messages Assessments Create

Workbench

81 New orders Last 31 days

473 Orders Last 31 days

39 Orders to invoice Last 31 days

29 Invoices Save filter

83 Items to confirm Last 31 days

70 Items to ship Last 31 days

23 Service sheets Last 31 days

0 Pinned documents

Invoices (29)

Edit filter Save filter Last 31 days Paid

Customers Invoice number Reference Invoice date Invoice type

Select or type selections Type selection Type input Last 31 days All

Partial match Exact match

Show more Apply Reset

2

| Type             | Invoice Number | Customer                         | Reference  | Source Document | Submission Method | Origin   | Invoiced Date | Amount   | Routing Status | Invoice Status | Self Billing | Actions |
|------------------|----------------|----------------------------------|------------|-----------------|-------------------|----------|---------------|----------|----------------|----------------|--------------|---------|
| Standard Invoice | 4405300301 B3  | Lyondell Chemical Company - TEST | 4405300301 | Order           | Online            | supplier | Nov 14, 2023  | \$10 USD | Acknowledged   | Paid           | No           | ...     |
| Standard Invoice | 4405300301 B2  | Lyondell Chemical Company - TEST | 4405300301 | Order           | Online            | supplier | Nov 14, 2023  | \$10 USD | Acknowledged   | Paid           | No           | ...     |



## Gestion des factures - Vérifier le statut des paiements

3

Les détails de la facture s'affichent. Cliquez sur l'onglet **Paiements programmés** pour afficher le calendrier des paiements à venir.

Invoice: 4405300301B3

Copy This Invoice **3** Download PDF Export cXML

Detail **Scheduled Payments** Remittance History

Standard Invoice

|                                                       |                            |
|-------------------------------------------------------|----------------------------|
| Status: Invoice: Paid                                 | Subtotal: \$10.00 USD      |
| Routing: Acknowledged                                 | Total Tax: \$0.00 USD      |
| Invoice Number: 4405300301B3                          | Total Shipping: \$0.00 USD |
| Invoice Date: Wednesday 15 Nov 2023 1:38 AM GMT+08:00 | Amount Due: \$10.00 USD    |
| Original Purchase Order: 4405300301                   |                            |
| Submission Method: Online                             |                            |
| Origin: Supplier                                      |                            |
| Source Document: Order                                |                            |

REMIT TO: Dale Horowitz  
Postal Address: PO BOX 630803  
Adresse

BILL TO: Houston Refining LP  
Postal Address: Adresse

SUPPLIER: LYB test 1 2020 - TEST  
Postal Address: Adresse

BILL FROM: LYB test 1 2020 - TEST  
Postal Address: 721 N. Shore Dr.

CUSTOMER: Houston Refining LP  
Postal Address: 1721 McKinney, Suite 700

WIRE PAYMENT TO BANK: FIFTH THIRD BANK  
Account Name: CINTAS CORPORATION  
Account Type: Checking

4

L'onglet **Paiements programmés** s'affiche. Vous pouvez y consulter les détails et le statut du paiement. Cliquez sur l'onglet **Versements** pour afficher les détails des versements

Invoice: 4405300301B3

Copy This Invoice Download PDF Export cXML

Detail Scheduled Payments **Remittance** History

| Payment Proposal | Date        | Accepted Date | Planned Payment Date | Method | Original Amount | Discount/Interest | Adjustment | Amount Due  | Status | Action |
|------------------|-------------|---------------|----------------------|--------|-----------------|-------------------|------------|-------------|--------|--------|
|                  | 14 Nov 2023 |               |                      | ACH    | \$10.00 USD     | \$0.00 USD        |            | \$10.00 USD | Paid   |        |

Copy This Invoice Download PDF Export cXML

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## Gestion des factures - Vérifier le statut des paiements

5

Les détails du paiement s'affichent. Cliquez sur le **numéro de référence** pour afficher les détails du paiement.

Invoice: 4405300301B3

Copy This Invoice Download PDF Export cXML

Detail Scheduled Payments Remittance History

| Reference No.         | Type | Payment Proposal | Status | Payment Date | Method | Received On |
|-----------------------|------|------------------|--------|--------------|--------|-------------|
| 2.20231114.6900196445 |      |                  | Paid   | 14 Nov 2023  | ACH    | 14 Nov 2023 |

Gross: \$10.00 USD  
Discount: \$0.00 USD  
Adjustment: \$0.00 USD  
Net: \$10.00 USD

Copy This Invoice Download PDF Export cXML

6

Les détails de la remise s'affichent. Faites défiler vers le bas pour afficher les postes et cliquez sur **Terminé** pour quitter.

Remittance Advice 2.20231114.6900196445 (paid)

Print Export iXBRL Download CSV

Detail History

**LYB** LyondellBasell

From: Lyondell Chemical Company - TEST  
To: LYB NW 1 2023 - TEST

REMITTANCE ADVICE  
2.20231114.6900196445 (paid)  
Gross Amount: \$30.00 USD  
Withholding Tax: \$0.00 USD  
Amount Paid: \$30.00 USD  
Estimated Settlement on: 14 Nov 2023

Payment Detail

Payment Method: ACH (payment)  
Reference Number: 6900196445  
Purposed Payment: 2.20231114.6900196445  
Identified Collection: None  
Routing Method: GEN  
Transaction Date: 14 Nov 2023

ADDITIONAL INFORMATION

Line Items (3)

| Line # | Payable Reference                    | Gross Amount | Discount   | Withholding Tax | Adjustment | Net Amount Paid | Scheduled Payment |
|--------|--------------------------------------|--------------|------------|-----------------|------------|-----------------|-------------------|
| 1      | Invoice: 4405300301B3 (Direct Debit) | \$30.00 USD  | \$0.00 USD |                 |            | \$30.00 USD     |                   |
| 2      | Invoice: 4405300301B2 (Direct Debit) | \$30.00 USD  | \$0.00 USD |                 |            | \$30.00 USD     |                   |
| 3      | Invoice: 4405300301B3 (Direct Debit) | \$30.00 USD  | \$0.00 USD |                 |            | \$30.00 USD     |                   |

Gross Amount: \$30.00 USD  
Discount Applied: \$0.00 USD  
Withholding Tax: \$0.00 USD  
Adjustment: \$0.00 USD  
Amount Paid: \$30.00 USD



**Note :** Le numéro de l'avis de remise combine la date de compensation et le numéro de compensation. Les huit premiers chiffres sont l'année, le mois et la date, suivis du numéro de compensation de la banque.



## Gestion des factures - Vérifier le statut des paiements

**Note :** Vous pouvez afficher une liste de toutes les remises en vrac en allant dans **Factures > Remises**.

| Invoice Number | Customer                         | Reference  | Invoiced Date | Amount       | Routing Status | Invoice Status | From address                                | To address                            | Actions |
|----------------|----------------------------------|------------|---------------|--------------|----------------|----------------|---------------------------------------------|---------------------------------------|---------|
| INV4405300309C | Lyondell Chemical Company - TEST | 4405300309 | Nov 14, 2023  | \$390000 USD | Acknowledged   | Approved       | LYB test 1 2020 - TEST, Pittsburgh, PA, USA | Houston Refining LP, HOUSTON, TX, USA | ...     |
| INV4405300309B | Lyondell Chemical Company - TEST | 4405300309 | Nov 14, 2023  | \$390000 USD | Acknowledged   | Approved       | LYB test 1 2020 - TEST, Pittsburgh, PA, USA | Houston Refining LP, HOUSTON, TX, USA | ...     |

Une liste de tous les envois de fonds apparaît.

| Transaction           | Customer                         | Payment Date | Account ID | Method | Reference Number | Gross     | Discount | Adjustment | Net       | Status | Routing Status | Difference |
|-----------------------|----------------------------------|--------------|------------|--------|------------------|-----------|----------|------------|-----------|--------|----------------|------------|
| Z.20231114.6900196445 | Lyondell Chemical Company - TEST | Nov 14, 2023 |            | ACH    | 6900196445       | \$30 USD  | \$0 USD  | \$0 USD    | \$30 USD  | Paid   | Sent           |            |
| Z.20231114.6900196444 | Lyondell Chemical Company - TEST | Nov 14, 2023 |            | ACH    | 6900196444       | \$300 USD | \$0 USD  | \$0 USD    | \$300 USD | Paid   | Sent           |            |
| Z.20231114.690019644  | Lyondell Chemical Company - TEST | Nov 14, 2023 |            | ACH    | 6900196443       | \$800 USD | \$0 USD  | \$0 USD    | \$800 USD | Paid   | Sent           |            |



## Gestion des factures - Historique des factures

Les étapes suivantes s'adressent aux **fournisseurs de LyondellBasell**





## Gestion des factures - Historique des factures

1

Ouvrez la facture pour laquelle vous souhaitez consulter l'historique. Cliquez sur l'onglet **Historique** pour continuer.

SAP Business Network - Enterprise Account

Invoice: 10060220

Copy This Invoice Print Download PDF Export cXML

Detail Scheduled Payments **History**

Standard Invoice

Status  
Invoice: Paid  
Routing: Acknowledged  
Invoice Number: 10060220  
Invoice Date: Wednesday 20 Sep 2023 2:32 PM GMT+01:00  
Original Purchase Order: 4404968201  
Submission Method: Online  
Origin: Supplier  
Source Document: Order

SERVICE PERIOD  
Start Date : 20 Sep 2023  
End Date : 20 Sep 2023

2

La page Historique de la facture s'affiche avec l'historique et les commentaires sur le statut de la facture. Examinez les détails et cliquez sur **Terminé** pour quitter.

Invoice: 10060220

Copy This Invoice Download PDF Export cXML

Detail Scheduled Payments History

Invoice: 10060220  
Invoice Status: Paid  
Received By SAP Business Network On: 20 Sep 2023 6:57:25 PM GMT+02:00  
Submitted By: Bradley Lapp

To: Lyondell Chemical Company - TEST  
Routing Status: Acknowledged

| Status       | Comments                                                                                          | Changed By                    | Date and Time          |
|--------------|---------------------------------------------------------------------------------------------------|-------------------------------|------------------------|
| On Hold      | The invoice was successfully received.                                                            | LYB test 1 2020 - TEST        | 20 Sep 2023 6:57:25 PM |
|              | cXML InvoiceDetailRequest queued                                                                  | Supplier                      | 20 Sep 2023 6:57:36 PM |
|              | Invoice date automatically changed to 2023-09-20T14:32:01+01:00 after service sheet approval      | PropagatorProcessor-109548034 | 20 Sep 2023 7:02:02 PM |
|              | The invoice status has been successfully updated to approved by Lyondell Chemical Company - TEST. | PropagatorProcessor-109548034 | 20 Sep 2023 7:02:02 PM |
| Queued       |                                                                                                   | Supplier                      | 20 Sep 2023 7:02:02 PM |
|              | Comments from Lyondell Chemical Company - TEST: Success                                           | PropagatorProcessor-109542040 | 20 Sep 2023 7:02:54 PM |
| Acknowledged |                                                                                                   | Supplier                      | 20 Sep 2023 7:02:55 PM |
|              | The invoice status has been successfully updated to Approved by Lyondell Chemical Company - TEST. | PropagatorProcessor-109523038 | 20 Sep 2023 7:06:54 PM |
|              | The invoice status has been successfully updated to Paid by Lyondell Chemical Company - TEST.     | PropagatorProcessor-109548036 | 20 Sep 2023 7:12:12 PM |

Copy This Invoice Download PDF Export cXML

Done



**Remarque :** l'historique des transactions peut être utilisé pour déterminer les problèmes liés aux transactions échouées ou rejetées.



## Gestion des factures - Rapports sur les factures

Les étapes suivantes s'adressent aux **fournisseurs de LyondellBasell**



## Gestion des factures - Rapports sur les factures

- 1 Cliquez sur l'onglet **Rapports** dans l'écran d'accueil de SAP Ariba pour créer des rapports.

My widgets All customers Customize

- 2 La page Rapports s'affiche. Cliquez sur **Créer** pour créer un nouveau rapport.

| Title ↑  | Schedule Type | Report Type | Status | Last Run | Next Run |
|----------|---------------|-------------|--------|----------|----------|
| No items |               |             |        |          |          |

Run Download Edit Copy Delete Create Refresh Status



**Remarque** : l'historique des transactions peut être utilisé pour déterminer les problèmes liés aux transactions échouées, en attente ou rejetées.



## Gestion des factures - Rapports sur les factures

3

Saisissez un **titre** pour le rapport, sélectionnez un **type de rapport**, ajoutez tout autre détail que vous jugez nécessaire et cliquez sur **Suivant** pour continuer.

Report

Enter a title and description for this report. Check the Time Zone and Language settings. You can set the Time Zone and Language for each report. Then, select the Report Type.

1 Report Description

2 Criteria

Title: Report1

Description:

Time zone: CET

Language: English

Report type: Invoice

Next Exit

Next Exit

4

La section Critères apparaît. Cliquez sur le bouton **Sélectionner** à côté du champ Client pour trouver LyondellBasell.

Report

Set the parameters for this report. To save your changes and put the report into the queue to be run, click Submit. To exit without saving changes or running this report, click Exit.

1 Report Description

2 Criteria

Customer: All Customers **Select**

Invoice Number:

Invoice Amount: to

Routing Status: Any

Invoice Status: Any

Invoices without Payment Receipts

Created Date: 24 Sep 2023 To 24 Oct 2023

Maximum Results Returned: 100

Previous Submit Exit

Previous Submit Exit



## Gestion des factures - Rapports sur les factures

5

L'écran Sélectionner des clients s'affiche. Recherchez et sélectionnez **LyondellBasell** et cliquez sur **OK**.

Select customers

Selected Customers

No items

Remove

Company Name:  Search

Customer

Lyondell Chemical Company - TEST

Lyondell Chemical Company Supplemental - TEST

Add

OK Cancel

6 Saisissez les informations souhaitées pour le rapport.

Report

Set the parameters for this report. To save your changes and put the report into the queue to be run, click Submit. To exit without saving changes or running this report, click Exit.

1 Report Description

2 Criteria

Customer: Lyondell Chemical Company - TEST

Invoice Number:

Invoice Amount:  to

Routing Status: Any

Invoice Status: Any

Invoices without Payment Receipts

Created Date: 24 Sep 2023 To 24 Oct 2023

Maximum Results Returned: 100

Previous Submit Exit



**Note** : Cet écran peut différer selon le type de rapport sélectionné. Laissez le champ du numéro de facture vide si vous souhaitez afficher tous les résultats.



## Gestion des factures - Rapports sur les factures

7 Cliquez sur **Soumettre** pour continuer.

Report

Set the parameters for this report. To save your changes and put the report into the queue to be run, click Submit. To exit without saving changes or running this report, click Exit.

1 Report Description

2 Criteria

Customer: Lyondell Chemical Company - TEST

Invoice Number:

Invoice Amount:  to

Routing Status: Any

Invoice Status: Any

Invoices without Payment Receipts

Created Date: 24 Sep 2023 To 24 Oct 2023

Maximum Results Returned: 100

Previous Submit Exit

8 Vous serez redirigé vers l'écran Rapports. Cliquez sur le bouton **Actualiser l'état** pour afficher l'état actualisé du rapport.

Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs More

Reports

Use CSV or Excel reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application does not read UTF

Report Templates

| Title ↑       | Schedule Type | Report Type          | Status | Last Run | Next Run    |
|---------------|---------------|----------------------|--------|----------|-------------|
| Early Payment | Manual        | Early Payment Detail | Queued |          | 24 Oct 2023 |

Run Download Edit Copy Delete Create Refresh Status



## Gestion des factures - Rapports sur les factures

9

Une fois que le statut du rapport devient "**traité**", cliquez sur le bouton "**Télécharger**" pour télécharger le rapport.

The screenshot shows the SAP Business Network interface for an Enterprise Account. The main heading is 'Reports'. Below it, there is a note: 'Use CSV or Excel reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application does not read UTF-8, it might not display all Asian and accented characters in the downloaded file correctly.'

The 'Report Templates' section contains a table with the following data:

| Title   | Schedule Type | Report Type | Status    | Last Run    | Next Run | Created     | Created By   | Report Size |
|---------|---------------|-------------|-----------|-------------|----------|-------------|--------------|-------------|
| Report1 | Manual        | Invoice     | Processed | 25 Oct 2023 |          | 25 Oct 2023 | Bradley Lapp | 356 B       |

Below the table, there are several action buttons: Run, Download (highlighted with an orange border), Edit, Copy, Delete, Create, and Refresh Status. A green circle with the number '9' is overlaid on the 'Download' button.

At the bottom left, the SAP logo and copyright information are visible: '© 2022 SAP SE or an SAP affiliate company. All rights reserved.' At the bottom right, there are links for 'Privacy Statement', 'Security Disclosure', and 'Terms of Use'.



## Gestion des factures - Archivage des factures

Les étapes suivantes s'adressent aux **fournisseurs**  
de **LyondellBasell**





## Gestion des factures - archivage des factures

1

Cliquez sur l'icône de profil -> Paramètres -> Acheminement des factures électroniques pour afficher la page des paramètres du réseau.

2

La page Paramètres du réseau s'affiche. Sélectionnez l'onglet **Facturation fiscale et archivage**.



**Note** : La configuration de l'archivage des factures vous permet de spécifier la fréquence, l'immédiateté et la livraison des archives de factures zippées.



## Gestion des factures - archivage des factures

3

La page Paramètres réseau s'affiche. Cliquez sur le bouton **Configurer l'archivage des factures** pour configurer les règles d'archivage des factures.

Network Settings

Electronic Order Routing | Electronic Invoice Routing | Accelerated Payments | Settlement | Data Deletion Criteria

General | Tax Invoicing and Archiving

Tax Information

Tax Classification: (no value) [v]  
Taxation Type: (no value) [v]  
Tax ID: [ ] Do not enter dashes  
State Tax ID: [ ] Do not enter dashes  
Regional Tax ID: [ ] Do not enter dashes  
Vat ID: [ ]  
VAT Registration Document: [ ] VAT Registered  
Tax Clearance Number: [ ] Tax Clearance  
Tax Clearance Document: [ ] Tax Clearance  
Tax Clearance Expiry Date: [ ]  
Exempt from Backup Withholding:  Yes  No

Invoice Archival

**3**

Configure Invoice Archival

4

Sélectionnez la fréquence souhaitée, choisissez Archiver immédiatement pour archiver sans attendre 30 jours, puis cliquez sur **Démarrer**. Si vous souhaitez qu'Ariba livre des fichiers zip archivage, entrez une URL de livraison d'archivage.

SAP Business Network | Enterprise Account

Invoice Archival

SAP Business 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 SAP Business Network to archive your invoices. Based on the option you have selected, SAP Business 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 SAP Business Network to wait for a 30-day period, select Archive Immediately.

Twice Daily  
 Daily  
 Weekly  
 Every Two Weeks  
 Monthly

Archiving Start Time: 0 AM [v] : [ ] CET [i]

Archive Immediately

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

Archive Delivery URL: [ ]

**4**

**Note :** Vous pouvez à tout moment arrêter ou mettre à jour la fréquence d'archivage.





## Gestion des factures - Archives des factures

5

Cliquez sur **Enregistrer** pour sauvegarder vos paramètres.

SAP Business Network -- Enterprise Account

### Invoice Archival

SAP Business 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 SAP Business Network to archive your invoices. Based on the option you have selected, SAP Business 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 SAP Business 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: 8 AM : 8 CET

Archive Immediately

Stop Update Frequency

The first archive file will be available on 11/07/2023

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

Upload

Tax Clearance

Tax Clearance Number: 3606104900

Tax Clearance Document: <No document>

Upload

Tax Clearance Expiry Date:

Exempt from Backup Withholding:  Yes  No

### Invoice Archival

SAP Business 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 SAP Business Network to archive your invoices. Based on the option you have selected, SAP Business 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 SAP Business 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](#)

### 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. SAP Business 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 a defined number.

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](#).

If recurring or one time data deletion feature is enabled, the invoices will be deleted. You may not be able to search or retrieve those invoices from the archiving service provider.

Save Close



**Note :** Vous pouvez également accéder à l'écran **Facturation fiscale et archivage** pour vous abonner à l'archivage à long terme des documents afin de bénéficier d'une solution d'archivage intégrée.



**Merci de votre attention**



# German

**Veröffentlicht:** Oktober 2023  
**Eigentümer:** Source-to-Pay Team



# Leitfaden für Ariba Network Invoice Arbeitshilfe

**Veröffentlicht:** Oktober 2023  
**Eigentümer:** Source-to-Pay Team



## Zweck

Diese Arbeitshilfe soll Ihnen Schritt für Schritt zeigen, wie Sie Rechnungen im Ariba Network einreichen und verwalten können.



## Zielpublikum

Diese Arbeitshilfe richtet sich an die folgenden Stellen:

- **LyondellBasell Ariba Network Enabled Suppliers**

## Inhaltsübersicht

Navigieren Sie durch die Arbeitshilfe, indem Sie den entsprechenden Abschnitt auswählen:



- **Rechnungsstellungsprozess - Rechnungsregeln**
- **Rechnungseinreichungsmethoden - PO Flip (Materialien)**
- **Rechnungseinreichungsmethoden - PO Flip (Dienstleistungen)**
- **Methoden zur Rechnungseinreichung - Vertragsrechnungen**
- **Rechnungseinreichungsmethoden - Gutschrift (Kopfebene)**
- **Rechnungseinreichungsmethoden - Gutschrift (Zeilenebene)**
- **Methoden zur Rechnungseinreichung - Rechnungen kopieren**
- **Invoice Management - Suche nach Rechnungen**
- **Invoice Management - Rechnungsstatus prüfen**
- **Invoice Management - Zahlungsstatus prüfen**
- **Rechnungsverwaltung - Rechnungsverlauf**
- **Invoice Management - Rechnungsberichte**
- **Rechnungsmanagement - Archivierung von Rechnungen**



## Referenzen

Weitere Informationen können Sie hier einsehen:

- **LyondellBasell Lieferanten-Website**



## Procure-to-Pay-Prozess: Wareneingang

1

PO-Bestätigung

2

Bestätigung der  
Bestellung

3

Erweiterte  
Sendungsbenachrichtigung

4

Wareneingang  
(nur Materialien)

5

Rechnung



Bestellung  
entgegennehmen

Jede Bestellung muss eingegangen sein, um in Rechnung gestellt zu werden.



Auftragsabwicklung

Die Standardbearbeitungszeit für Wareneingänge bei LyondellBasell beträgt **2-3 Tage**.

Nach der Buchung des Wareneingangs wird der Status "**Erhalten**" automatisch an das Ariba Network gesendet, um den Lieferanten darüber zu informieren, dass er bereit ist, eine Rechnung zu stellen.



Wareneingangsanfragen

Anfragen zum Wareneingang sind an den Technischen Support von PO zu richten, dessen E-Mail-Adresse auf der Bestellung angegeben ist.





## Procure-to-Pay-Prozess: Rechnungsstellung

1

PO-Bestätigung

2

Bestätigung der  
Bestellung

3

Erweiterte  
Sendungsbenachrichtigung

4

Wareneingang (nur  
Materialien)

5

Rechnung



### Unterstützt durch das Ariba- Netzwerk

- ✓ **Einreichung von Einzel- und Massenrechnungen über das Ariba Network**
- ✓ **Verbesserte Sichtbarkeit der Lieferanten**
  - Status der Rechnungen
  - Geschichte
  - Berichterstattung
- ✓ **Eingebaute serielle Regeln vor Fakturierung:**
  - PO-Bestätigung
  - Bestätigung der Bestellung
  - Erweiterte Sendungsnotizen
  - Wareneingang
- ✓ **PO Menge und Preis müssen übereinstimmen**
- ✓ **Material, Reparaturen und Service-Bestellungen**
- ✓ **Teil-Rechnungen**
- ✓ **Versand/Steuer im Rechnungskopf**
- ✓ **Gutschriften**
- ✓ **Rückdatierung**



## Procure-to-Pay-Prozess: Rechnungsstellung

1

PO-Bestätigung

2

Bestätigung der  
Bestellung

3

Erweiterte  
Sendungsbenachrichtigung

4

Wareneingang  
(nur Materialien)

5

Rechnung



### Wird im Ariba-Netzwerk nicht unterstützt

- ✗ Papier (PDF) Rechnungen**  
LyondellBasell verlangt, dass Rechnungen elektronisch über das Ariba Network eingereicht werden; LyondellBasell akzeptiert keine Papierrechnungen mehr per E-Mail.
- ✗ Nicht-PO-Rechnungen, Sammelrechnungen oder konsolidierte Rechnungen**  
Beantragung für mehrere Bestellungen; wird von LyondellBasell nicht akzeptiert
- ✗ Rechnungsstellung für Purchasing Cards (P-Cards)**  
Eine Rechnung für eine Bestellung, die mit einer Einkaufskarte aufgegeben wurde; wird von LyondellBasell nicht akzeptiert
- ✗ Duplizierte Rechnungen**  
Für jede Rechnung muss eine neue und eindeutige Rechnungsnummer angegeben werden; LyondellBasell lehnt doppelte Rechnungsnummern ab, es sei denn, es wird eine korrigierte Rechnung erneut eingereicht, die zuvor im Ariba Network einen Fehlerstatus hatte.
- ✗ Zusätzliche Einzelposten**  
Es können keine zusätzlichen Positionen zu einer Bestellrechnung hinzugefügt werden.



# Rechnungsstellungsprozess - Rechnungsregeln

Die folgenden Schritte gelten für **LyondellBasell-Lieferanten**



## Rechnungsstellungsprozess - Rechnungsregeln

1

Geben Sie auf der Anmeldeseite des [Ariba Network](#) Ihren **Benutzernamen** und Ihr **Kennwort** ein und klicken Sie auf die Schaltfläche **Anmelden**.

SAP Business Network

Supplier Login

User Name

Password

1 Login

Forgot Username or Password

New to SAP Business Network?  
[Register Now](#) or [Learn More](#)

2

Die Startseite von Ariba Network wird angezeigt. Wählen Sie das **Profilsymbol** > **Einstellungen** > **Kundenbeziehungen**, um die Seite Kontoeinstellungen anzuzeigen.

SAP Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs Reports Assessments

Orders and Releases All customers Exact match Order number

Overview Getting started

|              |              |                   |              |                  |
|--------------|--------------|-------------------|--------------|------------------|
| 203          | 892          | 160               | 232          | 38               |
| New orders   | Orders       | Orders to invoice | Invoices     | Items to confirm |
| Last 31 days | Last 31 days | Last 31 days      | Last 31 days | Last 31 days     |

My widgets All customers Customize

Purchase orders Last 3 months Invoice aging Activity feed All

Account Settings

- Customer Relationships
- Notifications
- Account Registration
- Network Settings
  - Electronic Order Routing
  - Electronic Invoice Routing
  - Accelerated Payments

Bradley Lapp  
LYB1@lyb.com

My Account

Link User IDs

Contact Administrator

LYB test 1 2020 - TEST  
ANID: AN01496751624-T  
Premium Package

Company Profile

Marketing Profile

Settings

Logout



## Rechnungsstellungsprozess - Rechnungsregeln

3

Die Seite mit den Kontoeinstellungen wird angezeigt und enthält eine Liste Ihrer Kunden. Wählen Sie **LyondellBasell**.

Account Settings

Customer Relationships | Notifications | Account Registration | API management

Current Relationships | Potential Relationships

I prefer to receive relationship requests as follows:

Automatically accept all relationship requests  Manually review all relationship requests

Update

Current (2) | Pending (0) | Rejected (0)

Current Customers

Filter

Customers

Enter customer name or Network ID +

Apply | Reset

| Customer                                                               | Network ID      | Relationship Type | Approved Date | Collaboration Type |
|------------------------------------------------------------------------|-----------------|-------------------|---------------|--------------------|
| <input checked="" type="checkbox"/> Lyondell Chemical Company - TEST   | AN01023408720-T | Trading           | 3 Mar 2020    | Fulfillment        |
| <input type="checkbox"/> Lyondell Chemical Company Supplementat - TEST | AN01471108502-T | Trading           | 27 Jan 2023   | Fulfillment        |

Reject

4

Die Seite **Kundendetails** wird angezeigt. Blättern Sie nach unten, um die **allgemeinen Rechnungsregeln** anzuzeigen.

4

General Invoice Rules

|                                                                                          |     |
|------------------------------------------------------------------------------------------|-----|
| Allow suppliers to send invoices to this account.                                        | Yes |
| Allow suppliers to send invoices with service information.                               | No  |
| 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  |
| Require suppliers to send credit memo attachments.                                       | No  |
| Ignore country-based invoice rules.                                                      | No  |
| Allow suppliers to send non-PO invoices.                                                 | No  |
| Allow suppliers to send invoices with a contract reference.                              | No  |
| Require suppliers to create an order confirmation for the PO before creating an invoice. | Yes |
| Require suppliers to create invoice with line item quantity greater than zero.           | Yes |
| Require suppliers to create invoice with line item price greater than zero.              | Yes |
| Require suppliers to create a ship notice for the PO before creating an invoice.         | No  |
| Allow suppliers to send invoices if a PCard or credit card was included in the order.    | No  |
| Allow suppliers to send header level credit memos.                                       | No  |
| Allow suppliers to send line-item credit memo with quantity adjustment.                  | No  |
| Allow suppliers to send line-item credit memo with price adjustment.                     | No  |
| Allow suppliers to send line-item debit memo with price adjustment.                      | No  |
| Allow suppliers to create debit memos where the line-item price is zero.                 | No  |
| Allow suppliers to create credit memos where the line-item quantity is zero.             | Yes |
| Allow suppliers to create line item credit memo that exceed the invoiced amount.         | Yes |
| Require suppliers to provide a reason for each credit memo.                              | No  |
| Allow suppliers to cancel invoices they create.                                          | Yes |
| Allow invoices for information purpose.                                                  | No  |



## Rechnungsstellungsprozess - Rechnungsregeln

Country-based Invoice Rules

Download Invoice Rules

Originating Country of Invoice: All Other Countries



**Hinweis:** Wenn Sie Material oder Dienstleistungen in mehreren Ländern für LyondellBasell bereitstellen, können Sie auswählen, welche Ländervorschriften Sie einsehen möchten.

5 Klicken Sie zum Beenden auf **Fertig**.

Order Routing Rules

- Do not allow change orders for fully shipped orders.
- Do not allow change orders for partially shipped orders.
- Reopen confirmation status for unchanged line items on change orders.
- Do not allow the notes tracking on change orders.
- Do not allow change orders in invoice aggregation.
- Do not allow cancel orders for fully shipped orders.
- Do not allow cancel orders for partially shipped orders.
- Do not override supplier's routing method for orders that match buyer's conditions.
- Do not mark purchase order as received when the receipt displays close for receiving.

Done

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# Rechnungseinreichungsmethoden - Rechnung über PO Flip (Materialien)

Die folgenden Schritte gelten für **LyondellBasell-Lieferanten**



## Rechnungseinreichungsmethoden - Rechnung über PO Flip (Materialien)

1

Wählen Sie auf dem Startbildschirm Ihres Ariba Network-Kontos das Dropdown-Menü **Erstellen** und wählen Sie **PO-Rechnung**.

The screenshot shows the SAP Business Network Enterprise Account home page. The 'Create' dropdown menu is open, showing options like 'PO Invoice', 'Non-PO Invoice', 'Contract Invoice', 'Service Entry Sheet', 'Time & Expense Sheets', and 'Create Posting'. A green circle with the number '1' highlights the 'Create' button, and an orange box highlights the 'PO Invoice' option.

Die Seite Bestellungen erscheint.

2

Suchen Sie die gewünschte Rechnung und klicken Sie dann auf die Schaltfläche Ellipsis (...) > **Standardrechnung** für den gewünschten Auftrag, für den Sie eine Rechnung erstellen möchten.

The screenshot shows the SAP Business Network Enterprise Account 'Orders' page. The 'Orders to invoice' section is active, showing a table with one order. A green circle with the number '2' highlights the ellipsis menu, and an orange box highlights the 'Standard Invoice' option.

| Order Number | Customer                         | Amount   | Date        | Order Status |
|--------------|----------------------------------|----------|-------------|--------------|
| 4404969237   | Lyondell Chemical Company - TEST | \$15 USD | Oct 9, 2023 | Returned     |





## Rechnungseinreichungsmethoden - Rechnung über PO Flip (Materialien)

3

Die Rechnung wird automatisch mit den Bestelldaten vorausgefüllt. **Füllen Sie alle mit einem Sternchen gekennzeichneten Felder aus (Pflichtfeld).**

Create Invoice

▼ Invoice Header

Summary

Purchase Order: 4405301618

Invoice #: \*

Invoice Date: \* 19 Mar 2024

Service Description:

Remit To: Z 1 16 RUE AMPÈRE BP 40105

GONESSE CEDEX  
Auvergne-Rhône-Alpes  
France

Bill To: Lyondell Chemie Nederland, BV  
Rotterdam  
Netherlands

Subtotal: 90.00 EUR  
Total Tax: 0.00 EUR  
Amount Due: 90.00 EUR

Shipping

Header level shipping  Line level shipping

Ship From: LYB test invoice 3 - TEST  
gonesse cedex  
France

Ship To: Lyondell Chemie Nederland B.V.  
Rotterdam - Botiek  
Netherlands  
Deliver To: Recipient,Unloading Point

Payment Term

4

Geben Sie in das Feld **Rechnungsnummer** eine Rechnungsnummer ein, mit der Sie die Rechnung eindeutig identifizieren können. Das Rechnungsdatum wird automatisch ausgefüllt.

Create Invoice

▼ Invoice Header

Summary

Purchase Order: 4405301618

Invoice #: \*

Invoice Date: \* 19 Mar 2024

Service Description:

Remit To: Z 1 16 RUE AMPÈRE BP 40105

GONESSE CEDEX  
Auvergne-Rhône-Alpes  
France

Bill To: Lyondell Chemie Nederland, BV  
Rotterdam  
Netherlands

Subtotal: 90.00 EUR  
Total Tax: 0.00 EUR  
Amount Due: 90.00 EUR

Shipping

Header level shipping  Line level shipping

Ship From: LYB test invoice 3 - TEST  
gonesse cedex  
France

Ship To: Lyondell Chemie Nederland B.V.  
Rotterdam - Botiek  
Netherlands  
Deliver To: Recipient,Unloading Point

Payment Term



**Hinweis:** Wenn Sie im Feld Rechnungsnummer Buchstaben hinzufügen möchten, müssen diese in Großbuchstaben geschrieben sein.



## Rechnungseinreichungsmethoden - Rechnung über PO Flip (Materialien)

5

Wählen Sie eine geeignete Überweisungsadresse aus dem Dropdown-Feld aus.

| Summary                                         |                               |
|-------------------------------------------------|-------------------------------|
| Purchase Order:                                 | 4405301618                    |
| Invoice #:                                      |                               |
| Invoice Date:                                   | 5 Mar 2024                    |
| Service Description:                            |                               |
| Remit To:                                       | Z I 16 RUE AMPÈRE BP 40105    |
| GONESSE CEDEX<br>Auvergne-Rhône-Alpes<br>France |                               |
| Bill To:                                        | Lyondell Chemie Nederland, BV |
| Rotterdam<br>Netherlands                        |                               |

Subtotal: 90.00 EUR  
Total Tax: 18.00 EUR  
Total Shipping: 0.00 EUR  
Amount Due: 108.00 EUR

Shipping  
 Header level shipping  Line level shipping

6

Gegebenenfalls **Versandkosten** und **Mehrwertsteuer** hinzufügen

a. Wählen Sie "**Versand auf Kopfebene**", indem Sie das entsprechende Optionsfeld auswählen.

Shipping  
 Header level shipping  Line level shipping **6a**

Ship From: LYB test invoice 3 - TEST  
gonesse cedex  
France

Ship To: Lyondell Chemie Nederland B.V.  
Rotterdam - Botlek  
Netherlands  
Deliver To: Recipient, Unloading Point

b. Nachdem Sie das entsprechende Optionsfeld ausgewählt haben, klicken Sie auf "**Zur Kopfzeile hinzufügen**" und wählen Sie "**Versandkosten**".

Wiederholen Sie diesen Schritt gegebenenfalls auch, um die **Mehrwertsteuer** auf den **Versand** hinzuzufügen.



## Rechnungseinreichungsmethoden - Rechnung über PO Flip (Materialien)

Create Invoice Update Save Exit **Next**

---

▼ Invoice Header

**Summary**

Purchase Order: 4405430563

Invoice #:

Invoice Date: 5 Aug 2024

Service Description:

Remit To: LANDGRABENWEG 151

Subtotal: 250.00 EUR

Total Tax: 0.00 EUR

Amount Due: 250.00 EUR

\* Indicates required field Add to Header ▼

- Shipping Cost
- Shipping Tax
- Shipping Documents
- Special Handling
- Additional Reference Documents and Dates
- Comment
- Attachment

6b



**Hinweis:** Über "Zur Kopfzeile hinzufügen" können Sie auch Rechnungsbeilagen und/oder Kommentare hinzufügen.

7

- a. Blättern Sie nach unten und überprüfen oder aktualisieren Sie die Menge für jede Position, die Sie in Rechnung stellen.
- b. Wenn Sie eine Position von der Rechnung ausschließen möchten, klicken Sie auf das grüne Häkchen der betreffenden Position.
- c. Sie können die Position ausschließen, indem Sie das Kontrollkästchen links daneben anklicken und auf "Löschen" klicken.

7a

| Quantity                                             | Unit | Unit Price                                                  |
|------------------------------------------------------|------|-------------------------------------------------------------|
| <input style="width: 100%;" type="text" value="10"/> | BX   | <input style="width: 100%;" type="text" value="25.00 EUR"/> |

7b

| No.                                 | Include                  | Type     | Part #   |
|-------------------------------------|--------------------------|----------|----------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | MATERIAL | GOODS_02 |

7c

| No.                      | Include                             | Type     | Part #   |
|--------------------------|-------------------------------------|----------|----------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | MATERIAL | GOODS_02 |

**Pricing Details** Price Unit: \* BX

Unit Conversion: \*

↳ Line Item Actions ▼



**Hinweis:** Die Rechnungsstellung zu ausgeschlossenen Positionen ist zu einem späteren Zeitpunkt möglich



## Rechnungseinreichungsmethoden - Rechnung über PO Flip (Materialien)

8

Klicken Sie auf **Steuerkategorie** und wählen Sie eine Option aus der Dropdown-Liste.

8

Insert Line Item Options

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

| No. | Include                             | Type     | Part #        | Description           | Customer Part # | Quantity | Unit | Unit Price | Subtotal  |
|-----|-------------------------------------|----------|---------------|-----------------------|-----------------|----------|------|------------|-----------|
| 1   | <input checked="" type="checkbox"/> | MATERIAL | Not Available | Single line multi VAT |                 | 90       | EA   | 1.00 EUR   | 90.00 EUR |

**Pricing Details**

Price Unit: EA  
Unit Conversion: 1

Price Unit Quantity: 1  
Description:

**Tax**

Category: 20% VAT / Standard 20% Taxable Amount: 90.00 EUR Remove

Location: Rate(%): 20

Description: Standard 20% Tax Amount: 18.00 EUR

Regime: Exempt Detail: (no value)

Date Of Pre-Payment: Date Of Supply: 20 Mar 2024

Law Reference:  Triangular Transaction

**Shipping**

Ship From: LYB test invoice 3 - TEST Ship To: Lyondell Chemie Nederland B.V.  
gonesse cedex Rotterdam - Botlek  
France Netherlands  
Deliver To: Recipient:Unloading Point View/Edit Addresses

**Shipping Cost**

Shipping Amount: 0.00 EUR Shipping Date:



**Hinweis:** Sie können andere Steuerkategorien, -sätze und -beschreibungen in der Dropdown-Liste "Steuer konfigurieren" konfigurieren.

9

Wählen Sie die Positionen aus, die Sie einbeziehen möchten, und klicken Sie dann auf **Zu den einbezogenen Zeilen hinzufügen**.

9a

Insert Line Item Options

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

| No. | Include                             | Type     | Part #        | Description           | Customer Part # | Quantity | Unit | Unit Price | Subtotal  |
|-----|-------------------------------------|----------|---------------|-----------------------|-----------------|----------|------|------------|-----------|
| 1   | <input checked="" type="checkbox"/> | MATERIAL | Not Available | Single line multi VAT |                 | 90       | EA   | 1.00 EUR   | 90.00 EUR |

**Pricing Details**

Price Unit: EA  
Unit Conversion: 1

Price Unit Quantity: 1  
Description:

**Tax**

Category: 20% VAT / Standard 20% Taxable Amount: 90.00 EUR Remove

Location: Rate(%): 20

Description: Standard 20% Tax Amount: 18.00 EUR

Regime: Exempt Detail: (no value)

Date Of Pre-Payment: Date Of Supply: 20 Mar 2024

Law Reference:  Triangular Transaction

**Shipping**

Ship From: LYB test invoice 3 - TEST Ship To: Lyondell Chemie Nederland B.V.  
gonesse cedex Rotterdam - Botlek  
France Netherlands  
Deliver To: Recipient:Unloading Point View/Edit Addresses

**Shipping Cost**

Shipping Amount: 0.00 EUR Shipping Date:

9b

9a



**Hinweis:** Sie können Ihre Rechnung während der Rechnungserstellung jederzeit **speichern**, um sie später zu bearbeiten. Sie können Rechnungsentwürfe bis zu 7 Tage lang aufbewahren.



## Rechnungseinreichungsmethoden - Rechnung über PO Flip (Materialien)



**Hinweis: Zusätzliche Details** können auf Einzelpostenebene durch Bearbeiten einer Position angezeigt werden.

Line Item Actions

**Edit**

Add

Line Items

Insert Line Item Options

| No. | Include                             | Type     | Part#    | Description                                   | Customer Part# | Quantity | Unit | Unit Price | Subtotal |
|-----|-------------------------------------|----------|----------|-----------------------------------------------|----------------|----------|------|------------|----------|
| 1   | <input checked="" type="checkbox"/> | MATERIAL | GOODS_01 | Copy Paper White, A3, 80gsm (ream 500 sheets) |                | 5        | EA   | 0.50 EUR   | 2.50 EUR |

**Create Invoice** Done Cancel

Invoice Item \* Indicates required field Line Item Actions

Quantity:  Unit: EA Part #: GOODS\_01

Unit Price:  Subtotal: 5.00 EUR

Description: Copy Paper White, A3, 80gsm (ream 500 sheets)

Pricing Details: Price Unit:  Price Unit Quantity:

Unit Conversion:  Description:

Inspection Date:

Shipping: Ship From: Ariba\_TestSupplier - TEST Praha 5 Czech Republic

Ship To: Sandbox Buyer - Test Praha

Deliver To: Czech Republic Cristian Mihalache 2nd Floor, SI Team View/Edit Addresses

10

Überprüfen Sie Ihre Rechnung auf der Seite **Überprüfung** auf Richtigkeit. Wenn keine Änderungen erforderlich sind, klicken Sie auf **Senden**, um die Rechnung an LyondellBasell zu senden.

Create Invoice Previous Save **Submit**

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as intra-EU Trade. The document's originating country is:France. The document's destination country is:Netherlands. If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

|                                                                                                                                               |                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <p>Invoice Number: INV4405301618</p> <p>Invoice Date: Wednesday 20 Mar 2024 10:15 AM GMT-05:00</p> <p>Original Purchase Order: 4405301618</p> | <p>Subtotal: 90.00 EUR</p> <p>Total Tax: 18.00 EUR</p> <p>Total Shipping: 0.00 EUR</p> <p>Amount Due: 108.00 EUR</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|

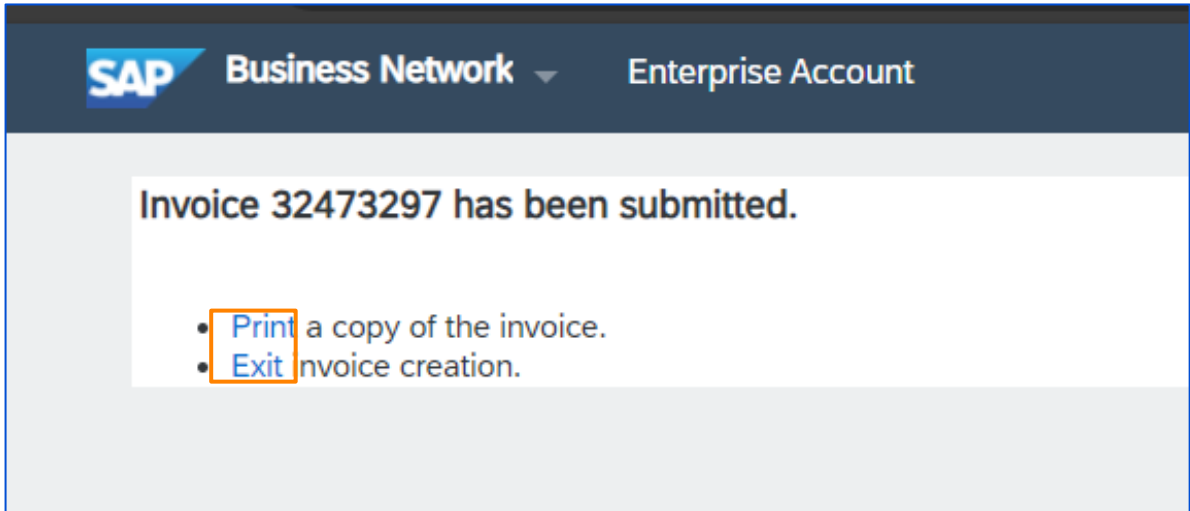
|                                                                                                                                                                                                                           |                                                                                                                                                                   |                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>REMIT TO:</b></p> <p>Tresorerie</p> <p>Postal Address:<br/>Z 1 16 RUE AMPÈRE<br/>95506 GONESSE CEDEX<br/>Auvergne-Rhône-Alpes<br/>France<br/>Remit To ID: BNP Paribas</p> <p>Tax ID of Supplier: 33466885200026</p> | <p><b>BILL TO:</b></p> <p>Lyondell Chemie Nederland, BV</p> <p>Postal Address:<br/>Delftseplein-27E<br/>3013 AA Rotterdam<br/>Netherlands<br/>Address ID: 370</p> | <p><b>SUPPLIER:</b></p> <p>Postal Address:<br/>Z 1 16 RUE AMPÈRE BP 40105<br/>95506 GONESSE CEDEX<br/>Île-de-France<br/>France</p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|



**Hinweis:** Sie können Ihre Rechnung während der Rechnungserstellung jederzeit **speichern**, um sie später zu bearbeiten. Sie können Rechnungsentwürfe bis zu 7 Tage lang aufbewahren.



## Rechnungseinreichungsmethoden - Rechnung über PO Flip (Materialien)



**Hinweis:** Sie werden benachrichtigt, dass eine Rechnung eingereicht wurde. Sie können auf die Schaltfläche **Drucken** klicken, um die Rechnung zu drucken, oder auf die Schaltfläche Beenden, um andere Aktionen durchzuführen.



# Rechnungseinreichungsmethoden - Rechnung über PO Flip (Dienstleistungen)

Die folgenden Schritte gelten für **LyondellBasell-Lieferanten**



## Rechnungseinreichungsmethoden - Rechnung über PO Flip (Dienstleistungen)

1

Wählen Sie auf dem Startbildschirm Ihres Ariba Network-Kontos das Dropdown-Menü **Erstellen** und wählen Sie **PO-Rechnung**.

The screenshot shows the SAP Business Network Enterprise Account home page. The 'Create' dropdown menu is open, showing options like 'PO Invoice', 'Non-PO Invoice', 'Contract Invoice', 'Service Entry Sheet', 'Time & Expense Sheets', and 'Create Posting'. A red circle with the number '1' highlights the 'Create' button, and a red box highlights the 'PO Invoice' option.

2

Die Seite Bestellungen erscheint.

Suchen Sie die gewünschte Rechnung und klicken Sie dann auf die Schaltfläche Ellipsis (...) > **Standardrechnung** für den gewünschten Auftrag, für den Sie eine Rechnung erstellen möchten.

The screenshot shows the SAP Business Network Enterprise Account 'Orders' page. The 'Orders to invoice' section is active, showing a table with one order. A red circle with the number '2' highlights the ellipsis menu, and a red box highlights the 'Standard Invoice' option.

| Order Number | Customer                         | Amount   | Date        | Order Status |
|--------------|----------------------------------|----------|-------------|--------------|
| 4405900393   | Lyondell Chemical Company - TEST | \$15 USD | Oct 9, 2023 | Returned     |





## Rechnungseinreichungsmethoden - Rechnung über PO Flip (Dienstleistungen)

3

Geben Sie auf dem Bildschirm **Rechnung erstellen** die gewünschte **Rechnungsnummer** in das Feld Rechnungsnummer

The screenshot shows the 'Create Invoice' interface in SAP Business Network. A green circle with the number '3' highlights the 'Purchase Order' field, which contains the value '4405300393'. Other fields include Invoice # (INV4405300393), Invoice Date (7 Dec 2023), Service Description, Supplier Tax ID, Remit To (PO BOX 630803), Bill To (Lyondell Chemical Company), Tax (Line level tax), Shipping (Header level shipping), and Payment Term (Net Terms(days): 60).

4

Blättern Sie nach unten und fügen Sie das **Datum für den Beginn** und das **Ende der Dienstleistung** für die Rechnung hinzu.

The screenshot shows the 'Additional Fields' section of the 'Create Invoice' interface. A green circle with the number '4' highlights the 'Service Start Date' and 'Service End Date' fields, which contain the values '7 Dec 2023' and '7 Dec 2023' respectively. Other fields include Supplier Account ID #, Customer Reference, Supplier Reference, Payment Note, Supplier, Customer, Field Contractor, and Field Engineer.



## Rechnungseinreichungsmethoden - Rechnung über PO Flip (Dienstleistungen)

5

Aktivieren Sie das Kontrollkästchen neben der gewünschten Dienstleistung, und klicken Sie auf **Hinzufügen/Aktualisieren** > **Allgemeine Dienstleistung hinzufügen**, um Details zur Dienstleistung hinzuzufügen.

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

Insert Line Item Options

Tax Category: 0% VAT / Zero Rate  Discount Add to Included Lines

| <input type="checkbox"/> | No.   | No. | No. | Include       | Type    | Part # | Description | Customer Part # | Quantity | Unit | Unit | Unit Price | Subtotal |
|--------------------------|-------|-----|-----|---------------|---------|--------|-------------|-----------------|----------|------|------|------------|----------|
| <input type="checkbox"/> | 00001 |     |     | Not Available | SERVICE |        | TEST        |                 |          |      |      |            |          |

Line Item Actions

**5** Add/Update ▾  
Add Contract/Catalog Items  
Add General Service  
Add Labor Service  
Add Material



**Hinweis:** Achten Sie darauf, dass Sie nur **Add General Service** auswählen.

6

Füllen Sie die Felder Artikeldetails **Beschreibung**, **Menge**, **Einheit** und **Einheitspreis** aus.

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 0% VAT / Zero Rate  Discount Add to Included Lines

| <input type="checkbox"/> | No.   | Include                             | Type          | Part # | Description  | Customer Part # | Quantity | Unit | Unit Price | Subtotal   |
|--------------------------|-------|-------------------------------------|---------------|--------|--------------|-----------------|----------|------|------------|------------|
| <input type="checkbox"/> | 00001 |                                     | Not Available |        | SERVICE TEST |                 |          |      |            |            |
| <input type="checkbox"/> | 1     | <input checked="" type="checkbox"/> | SERVICE       |        | SERVICE TEST |                 | 5        | SU   | 100.00 EUR | 500.00 EUR |

Service Period: Service Start Date:  Service End Date:

Tax

Line Item Actions

Update Save Exit Next



**Hinweis:** Füllen Sie bei Serviceaufträgen der LyondellBasell das Feld **Menge** immer mit "1" und das Feld **Einheit** mit "SU".



## Rechnungseinreichungsmethoden - Rechnung über PO Flip (Dienstleistungen)

- 7 Klicken Sie auf **Steuerkategorie** und wählen Sie eine Option aus der Dropdown-Liste.



**Hinweis:** Sie können andere Steuerkategorien, -sätze und -beschreibungen in der Dropdown-Liste "**Steuer konfigurieren**" konfigurieren.

- 8 Wählen Sie die Positionen aus, die Sie einbeziehen möchten, und klicken Sie dann auf **Zu den einbezogenen Zeilen hinzufügen**.

Wenn alle Rechnungsdetails ausgefüllt sind, können Sie auf **Weiter** klicken, um fortzufahren.



**Hinweis:** Sie können Ihre Rechnung während der Rechnungserstellung jederzeit **speichern**, um sie später zu bearbeiten. Sie können Rechnungsentwürfe bis zu 7 Tage lang aufbewahren.



## Rechnungseinreichungsmethoden - Rechnung über PO Flip (Dienstleistungen)

9

Überprüfen Sie Ihre Rechnung auf der Seite **Überprüfung** auf Richtigkeit. Wenn keine Änderungen erforderlich sind, klicken Sie auf **Senden**, um die Rechnung an LyondellBasell zu senden.

Create Invoice Previous Submit Exit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Domestic Trade. The document's originating country is:Germany. The document's destination country is:Germany.  
If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

|                                                     |                       |
|-----------------------------------------------------|-----------------------|
| Invoice Number: INV4405430565AA                     | Subtotal: 10.00 EUR   |
| Invoice Date: Thursday 5 Sep 2024 1:36 PM GMT-05:00 | Total Tax: 1.90 EUR   |
| Original Purchase Order: 4405430565                 | Amount Due: 11.90 EUR |

**SERVICE PERIOD**  
Start Date : 5 Sep 2024  
End Date : 5 Sep 2024

|                                                                                                                                                    |                                                                                                                                                                                                            |                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|
| <b>REMIT TO:</b><br><b>Jon Doe</b><br>Postal Address:<br>LANDGRABENWEG 151<br>53227 BONN<br>North Rhine-Westphalia<br>Germany<br>Remit To ID: EUR1 | <b>BILL TO:</b><br>Basell Polyciolefine GmbH<br>Postal Address:<br>Bruehler Strasse-60<br>50389 Wesseling<br>05<br>Germany<br>Address ID: 501<br>Phone : +49 ( ) 02236/72-0<br>Fax : +49 ( ) 02236/72-2400 | <b>SUPPLIER:</b><br>LYB invoice test 1 - TEST<br>Postal Address:<br>Landgrabenweg 151<br>53227 Bonn<br>Nordrhein-Westfalen<br>Germany |
|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|

10

Sie werden benachrichtigt, dass eine Rechnung eingereicht wurde. Sie können auf die Schaltfläche **Drucken** klicken, um die Rechnung zu drucken, oder auf die Schaltfläche **Beenden**, um andere Aktionen durchzuführen.

Invoice INV44054305652 has been submitted.

- [Print](#) a copy of the invoice.
- [Exit](#) invoice creation.

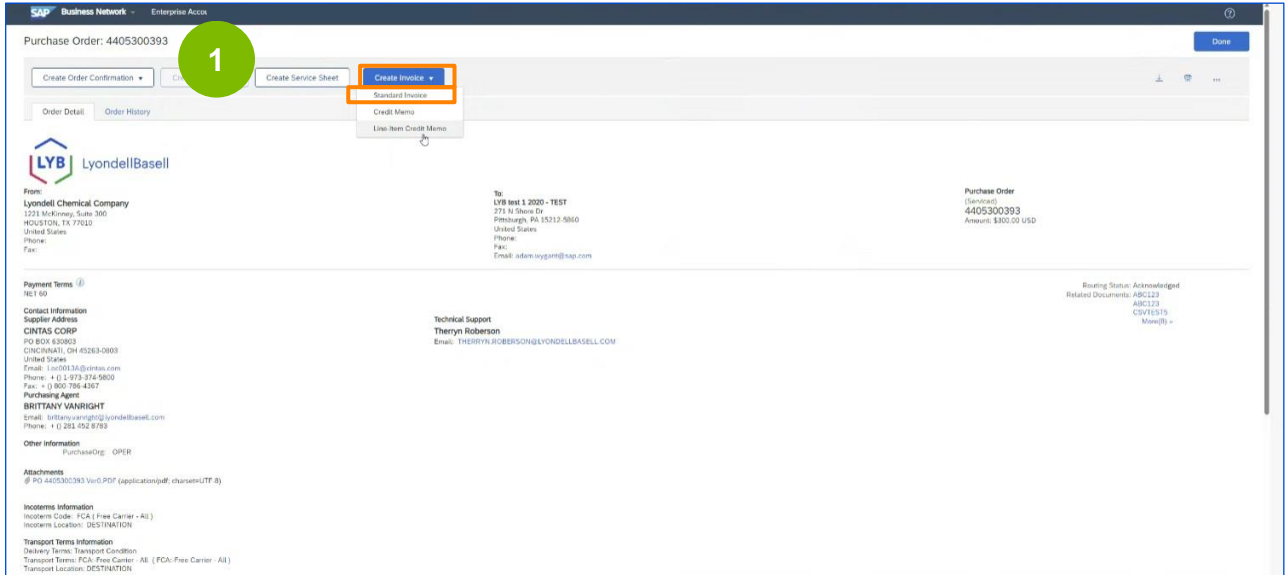


## Rechnungseinreichungsmethoden - Gutschrift (Zeilenebene)

Die folgenden Schritte gelten für **LyondellBasell-Lieferanten**

## Rechnungseinreichungsmethoden - Gutschrift (Zeilenebene)

- 1 Wählen Sie in der gewünschten Bestellung **Rechnung erstellen** > **Einzelpostengutschrift**, um eine Gutschrift auf Zeilenebene zu erstellen.



Purchase Order: 4405300393

1

Create Invoice

Standard Invoice

Credit Memo

Line-Item Credit Memo

From: Lyondell Chemical Company  
1231 McKinney, Suite 300  
HOUSTON, TX 77010  
United States  
Phone:  
Fax:

To: LYB test 1 2020 - TEST  
271 N Stone Dr  
Pittsburgh, PA 15212-9860  
United States  
Phone:  
Fax:  
Email: adam.lyvgart@sap.com

Purchase Order  
(Invoice)  
4405300393  
Amount: \$300.00 USD

Payment Terms  
Net 30

Contact Information  
Supplier Address  
CINTAS CORP  
PO BOX 620903  
CINCINNATI, OH 45263-0903  
United States  
Email: loc06136@lyondell.com  
Phone: +1 (513) 374-5600  
Fax: +1 (513) 374-4357  
Purchasing Agent  
BRITTANY VANRIGHT  
Email: brittanyvanright@lyondell.com  
Phone: +1 (513) 452-8789

Technical Support  
Therryn Roberson  
Email: therryn.roberson@LYONDELLBASELL.COM

Routing Status: Acknowledged  
Related Documents: ABC123  
ABC123  
CSV1515  
Manuals

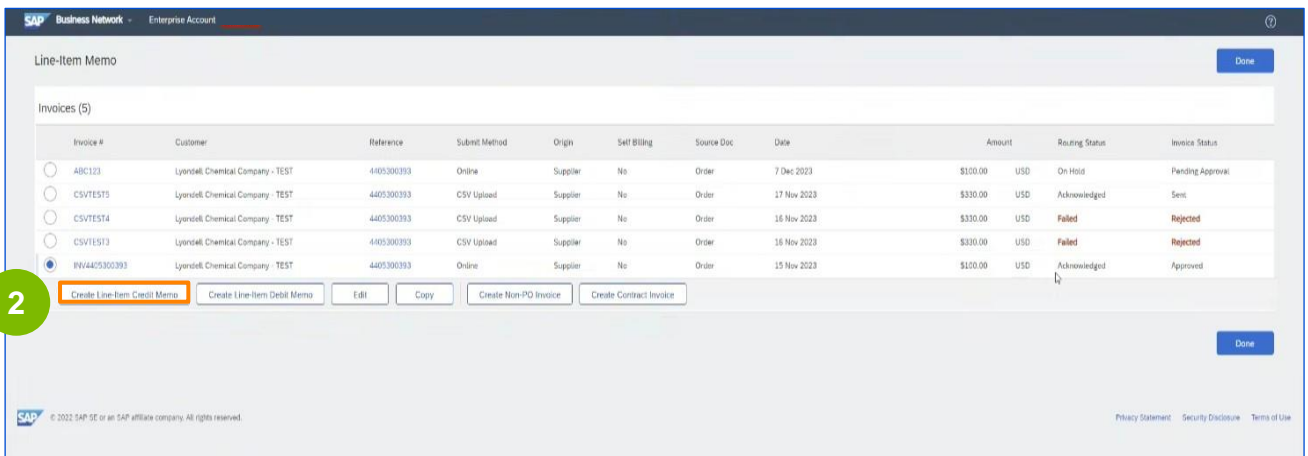
Attachments  
@ PO 4405300393 Vis0.PDF (application/pdf; charset=UTF-8)

Incoterms Information  
Incoterms Code: FCA (Free Carrier - All)  
Incoterms Location: DESTINATION

Transport Terms Information  
Delivery Terms: Transport Condition  
Transport Terms: FCA (Free Carrier - All) (FCA:Free Carrier - All)  
Transport Location: DESTINATION

Die Seite **Einzelposten-Memo** wird angezeigt.

- 2 Wählen Sie die gewünschte Rechnung aus und klicken Sie auf **Einzelpostengutschrift erstellen**, um fortzufahren.



Line-Item Memo

Invoices (5)

| Invoice #    | Customer                         | Reference  | Submit Method | Origin   | Self Billing | Source Doc | Date        | Amount       | Routing Status | Invoice Status   |
|--------------|----------------------------------|------------|---------------|----------|--------------|------------|-------------|--------------|----------------|------------------|
| ABC123       | Lyondell Chemical Company - TEST | 4405300393 | Online        | Supplier | No           | Order      | 7 Dec 2023  | \$100.00 USD | On Hold        | Pending Approval |
| CSV1515      | Lyondell Chemical Company - TEST | 4405300393 | CSV Upload    | Supplier | No           | Order      | 17 Nov 2023 | \$30.00 USD  | Acknowledged   | Sent             |
| CSV1514      | Lyondell Chemical Company - TEST | 4405300393 | CSV Upload    | Supplier | No           | Order      | 16 Nov 2023 | \$30.00 USD  | Failed         | Rejected         |
| CSV1513      | Lyondell Chemical Company - TEST | 4405300393 | CSV Upload    | Supplier | No           | Order      | 16 Nov 2023 | \$30.00 USD  | Failed         | Rejected         |
| INV445300393 | Lyondell Chemical Company - TEST | 4405300393 | Online        | Supplier | No           | Order      | 15 Nov 2023 | \$100.00 USD | Acknowledged   | Approved         |

2

Create Line-Item Credit Memo

Create Line-Item Debit Memo

Edit

Copy

Create Non-PO Invoice

Create Contract Invoice

Done

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## Rechnungseinreichungsmethoden - Gutschrift (Zeilenebene)

3

Die Seite **Einzelpostengutschrift erstellen** wird angezeigt. Geben Sie die gewünschte **Gutschriftsnummer** und das **Gutschriftsdatum** ein.

Business Network - Enterprise

Create Line-Item Credit Memo

Update Save Exit Next

Credit Memo Type

You are creating a Credit Memo with Price Adjustment

Invoice Header

Summary

Credit Memo ID: DM4405300393

Credit Memo Date: 7 Dec 2023

Original Invoice No: INV405300393

Original Invoice Date: 15 Nov 2023

Supplier Tax ID:

Remit To: PD BOX 630803

CINCINNATI, OH  
United States

Bill To: Lyondell Chemical Company

HOUSTON, TX  
United States

Tax

Header level tax Line level tax

Shipping

Header level shipping Line level shipping

Ship From: LYB test 1 2020 - TEST  
Pittsburgh, PA  
United States

Ship To: Lyondell Chemical Company  
Houston, TX  
United States

Deliver To:

Subtotal: \$-100.00 USD  
Total Tax: \$0.00 USD  
Amount Due: \$-100.00 USD

View/Edit Addresses

4

Blättern Sie nach unten und fügen Sie das gewünschte **Datum für den Beginn** und das **Ende des Dienstes** hinzu.

HOUSTON, TX  
United States

Tax

Header level tax Line level tax

Shipping

Header level shipping Line level shipping

Ship From: LYB test 1 2020 - TEST  
Pittsburgh, PA  
United States

Ship To: Lyondell Chemical Company  
Houston, TX  
United States

Deliver To:

Additional Fields

Supplier Account ID:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: LYB test 1 2020 - TEST  
Pittsburgh, PA  
United States

Customer: Lyondell Chemical Company  
HOUSTON, TX  
United States

Service Start Date: 7 Dec 2023

Service End Date: 14 Dec 2023

Supplier VAT

Supplier VAT Tax ID:

Customer VAT

Customer VAT Tax ID:

Comment

Reason for Credit Memo:

View/Edit Addresses



## Rechnungseinreichungsmethoden - Gutschrift (Zeilenebene)

5

Geben Sie einen Grund für die Gutschrift als Kommentar in das Feld **Grund der Gutschrift** ein.

Comment

Reason for Credit Memo: Please feel free to add comments

Default Credit Memo Comment Text:

Add to Header

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 9% Super Fund / superfund Discount Add to Included Lines

| No. | Include                             | Type    | Part # | Description | Customer Part # | Quantity | Unit | Unit Price   | Decrease in Unit Price | Subtotal      |
|-----|-------------------------------------|---------|--------|-------------|-----------------|----------|------|--------------|------------------------|---------------|
|     | <input checked="" type="checkbox"/> | SERVICE |        | TST SERVICE |                 | 1        | SU   | \$100.00 USD | \$-100.00 USD          | \$-100.00 USD |

Service Sheet Details Service Sheet #: INV4405300393 Service Line No.: 1

Service Period Service Start Date: 16 Nov 2023 Service End Date: 23 Nov 2023

Line Item Actions Delete

Update Save Exit Next

6

Blättern Sie nach unten und aktualisieren Sie den **Preis pro Einheit**, das **Startdatum** und das **Enddatum der Dienstleistung**, falls gewünscht. Klicken Sie auf **Weiter**, um fortzufahren.

Comment

Reason for Credit Memo: Please feel free to add comments

Default Credit Memo Comment Text:

Add to Header

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 9% Super Fund / superfund Discount Add to Included Lines

| No. | Include                             | Type    | Part # | Description | Customer Part # | Quantity | Unit | Unit Price   | Decrease in Unit Price | Subtotal      |
|-----|-------------------------------------|---------|--------|-------------|-----------------|----------|------|--------------|------------------------|---------------|
|     | <input checked="" type="checkbox"/> | SERVICE |        | TST SERVICE |                 | 1        | SU   | \$100.00 USD | \$-100.00 USD          | \$-100.00 USD |

Service Sheet Details Service Sheet #: INV4405300393 Service Line No.: 1

Service Period Service Start Date: 16 Nov 2023 Service End Date: 23 Nov 2023

Line Item Actions Delete

Update Save Exit Next



Anmerkungen:

- Wenn **Steuern/Mehrwertsteuer** anfallen, müssen diese ebenfalls in der Gutschrift angegeben werden.
- Die **Preise** müssen immer negativ sein.





## Rechnungseinreichungsmethoden - Gutschrift (Zeilenebene)

7

Überprüfen Sie Ihre Rechnung auf der Seite **Überprüfung** auf Richtigkeit. Wenn keine Änderungen erforderlich sind, klicken Sie auf **Senden**, um die Rechnung an LyondellBasell zu senden.

**Senden** 7

Confirm and submit the line-item credit memo. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is United States. The document's destination country is United States. If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Line-Item Credit Memo

(Original Invoice No: RV4405300393)

|                                                                 |                           |
|-----------------------------------------------------------------|---------------------------|
| Credit Memo Number: CMA405300393                                | Subtotal: \$-100.00 USD   |
| Credit Memo Date: Thursday 7 Dec 2023 8:23:14 AM GMT-06:00      | Base Tax: \$0.00 USD      |
| Original Invoice Number: RV4405300393                           | Amount Due: \$-100.00 USD |
| Original Invoice Date: Wednesday 15 Nov 2023 11:14 PM GMT-06:00 |                           |
| Original Purchase Order: 4405300393                             |                           |
| Has Price Adjustment: Yes                                       |                           |

Start Date: 7 Dec 2023  
End Date: 14 Dec 2023

**REMIT TO:**  
Date Invoice:  
Postal Address:  
PO BOX 430003

**BILL TO:**  
Lyondell Chemical Company  
Postal Address:  
1223 McKinley, Suite 300

**SUPPLIER:**  
LYB test 1 2020 - TEST  
Postal Address:  
271 N Shore Dr

**BILL FROM:**  
LYB test 1 2020 - TEST  
Postal Address:  
271 N Shore Dr

**CUSTOMER:**  
Lyondell Chemical Company  
Postal Address:  
1223 McKinley, Suite 300

**WIRE PAYMENT TO BANK:**  
FIFTH THIRD BANK  
Account Name: CREDIT CORPORATION  
Account Type: Checking

**SHIPPING INFORMATION:**

**SHIP FROM:**  
LYB test 1 2020 - TEST  
Postal Address:

**SHIP TO:**  
Lyondell Chemical Company  
Postal Address (Receiving Location):



**Hinweis:** Sie können Ihre Rechnung während der Rechnungserstellung jederzeit **speichern**, um sie später zu bearbeiten. Sie können Rechnungsentwürfe bis zu 7 Tage lang aufbewahren.

Invoice CMA405300393 has been submitted.

- Print a copy of the invoice.
- Edit invoice creation.

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**Hinweis:** Sie werden benachrichtigt, dass eine Rechnung eingereicht wurde. Sie können auf die Schaltfläche **Drucken** klicken, um die Rechnung zu drucken, oder auf die Schaltfläche **Beenden**, um andere Aktionen durchzuführen.



## Methoden zur Rechnungseinreichung - Rechnungen kopieren

Die folgenden Schritte gelten für **LyondellBasell-Lieferanten**



## Methoden zur Rechnungseinreichung - Rechnungen kopieren

1

Klicken Sie auf der Startseite des Ariba Network auf die Registerkarte Workbench, um die Rechnungen anzuzeigen.

SAP Business Network Enterprise Account

Home Enablement Discovery **Workbench** Orders Fulfillment Invoices Payments Catalogs Reports Assessments Create

1

Orders and Releases All customers Exact match Order number

Overview Getting started

182 New orders Last 31 days

998 Orders Last 31 days

154 Orders to invoice Last 31 days

253 Invoices Last 31 days

40 Items to confirm Last 31 days

More

My widgets All customers Customize

Purchase orders Last 3 months Invoice aging Activity feed All View all

2

Die Seite Workbench wird angezeigt. Gehen Sie auf die Registerkarte **Rechnung** und wählen Sie die Schaltfläche Ellipsis (...) für die Rechnung, die Sie kopieren möchten.

SAP Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs Reports Assessments Create

Workbench Customize

190 New orders Last 31 days

832 Orders Last 31 days

144 Orders to invoice Last 31 days

232 Invoices Last 31 days

39 Items to confirm Last 31 days

21 Items to ship Last 31 days

133 Service sheets Last 31 days

0 Pinned documents

Invoices (232)

Edit filter Save filter Last 31 days

Customers Select or type selections

Invoice number Type selection

Reference Type input

Invoice date Last 31 days

Partial match Exact match

Show more Apply Reset

| Type             | Invoice Number | Customer                         | Reference  | Source Document | Submission Method | Origin   | Invoiced Date ↓ | Amount     | Routing Status | Invoice Status | Actions |
|------------------|----------------|----------------------------------|------------|-----------------|-------------------|----------|-----------------|------------|----------------|----------------|---------|
| Standard Invoice | 17415872       | Lyondell Chemical Company - TEST | 4404969104 | Order           | Online            | supplier | Oct 5, 2023     | \$1500 USD | Acknowledged   | Approved       | 2       |



## Methoden zur Rechnungseinreichung - Rechnungen kopieren

3 Es erscheint ein Dropdown-Menü. Wählen Sie **Kopieren**, um fortzufahren.

The screenshot shows the SAP Ariba Workbench interface. At the top, there are several summary cards for 'New orders', 'Orders', 'Orders to Invoice', 'Invoices', 'Items to confirm', 'Items to ship', 'Service sheets', and 'Pinned documents'. Below this is the 'Invoices (232)' section with filter options. A table of invoices is displayed, and a context menu is open over the 'Copy' button in the first row. The number 3 is highlighted in a green circle next to the 'Copy' button.

| Type             | Invoice Number | Customer                         | Reference  | Source Document | Submission Method | Origin   | Invoiced Date | Amount     | Routing Status | Invoice | Actions |
|------------------|----------------|----------------------------------|------------|-----------------|-------------------|----------|---------------|------------|----------------|---------|---------|
| Standard Invoice | 17415872       | Lyondell Chemical Company - TEST | 4404969104 | Order           | Online            | supplier | Oct 5, 2023   | \$1500 USD | Acknowledged   | Approv  | Copy    |

4 Die Felder werden abzüglich der Rechnungsnummer von der vorherigen Rechnung vorausgefüllt. Geben Sie eine neue Rechnungsnummer ein und bearbeiten Sie die anderen Felder wie erforderlich.

The screenshot shows the 'Invoice: Copy of 17415872' form in SAP Ariba. The 'Invoice #' field is highlighted with a green circle containing the number 4. The form includes sections for 'Invoice Header', 'Summary', 'Shipping', 'Payment Term', and 'Additional Fields'. The 'Invoice #' field is pre-filled with '17415872' and is highlighted with a red box.

**Hinweis:** Achten Sie bei Mehrwertsteuerzeilen darauf, dass das Datum der Lieferung auf Zeilenebene korrekt ist. Wenn Sie im Feld Rechnungsnummer Buchstaben hinzufügen möchten, müssen diese in Großbuchstaben geschrieben sein.



## Methoden zur Rechnungseinreichung - Rechnungen kopieren

5 Klicken Sie auf **Weiter**, um fortzufahren.

Subtotal: \$1,500.00 USD  
Total Tax: \$0.00 USD  
Amount Due: \$1,500.00 USD

View/Edit Addresses

6 Überprüfen Sie Ihre Rechnung auf der Seite **Überprüfung** auf Richtigkeit. Wenn keine Änderungen erforderlich sind, klicken Sie auf **Senden**, um die Rechnung an LyondellBasell zu senden.

Invoice: Copy of 4200017727

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is United States. The document's destination country is United States. If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: 75453434  
Invoice Date: Thursday 5 Oct 2023 4:29 PM GMT+05:30  
Original Purchase Order: 4200017727

Subtotal: \$200.00 USD  
Total Tax: \$0.00 USD  
Amount Due: \$200.00 USD

SERVICE PERIOD  
Start Date: 31 Oct 2023  
End Date: 31 Oct 2023

| REMIT TO:                  | BILL TO:                                                                                                                                                         | SUPPLIER:              |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Jon Doe<br>Postal Address: | ChannelView Equistar<br>Postal Address:<br>8281 Sheldon Road<br>ChannelView, TX 77530-2963<br>United States<br>Address ID: CHO<br>Phone (work): +1 (281) 4528888 | LYB test 1 2020 - TEST |

| BILL FROM:                                | CUSTOMER:                                                                                                                      | WIRE PAYMENT TO BANK:                                                                           |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| LYB test 1 2020 - TEST<br>Postal Address: | ChannelView Equistar<br>Postal Address:<br>8281 Sheldon Road<br>ChannelView, TX 77530-2963<br>United States<br>Address ID: CHO | FIFTH THIRD BANK<br>Account Name:<br>Account Type:<br>Branch Name:<br>Account ID:<br>SWIFT Code |



**Hinweis:** Sie können Ihre Rechnung während der Rechnungserstellung jederzeit **speichern**, um sie später zu bearbeiten. Sie können Rechnungsentwürfe bis zu 7 Tage lang aufbewahren.



## Rechnungsmanagement - Suche nach einer Rechnung

Die folgenden Schritte gelten für **LyondellBasell-Lieferanten**



## Rechnungsmanagement - Suche nach einer Rechnung

- 1 Wählen Sie auf der Registerkarte "**Home**" unter "Dokumenttyp" die Option "**Rechnungen**", um zu suchen.

SAP Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs Reports Assessments Create

Invoices Lyondell Chemical Compa Exact match

Overview Getting started

193 New orders Last 31 days

840 Orders Last 31 days

146 Orders to invoice Last 31 days

234 Invoices Last 31 days

39 Items to confirm Last 31 days

My widgets All customers Customize

Purchase orders Last 3 months

€2.02M EUR

Invoice aging

€664K EUR

Activity feed All View all

Invoice paid Oct 05, 2023 | 04:42 PM | Lyondell Chemical Compan... 82509310 \$1,500.00 USD

- 2 Wählen Sie **LyondellBasell** aus dem Dropdown-Menü Kunde.

SAP Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs Reports Assessments Create

Invoices Lyondell Chemical Compa Invoice Number

Overview Getting started

193 New orders Last 31 days

840 Orders Last 31 days

146 Orders to invoice Last 31 days

234 Invoices Last 31 days

39 Items to confirm Last 31 days

My widgets All customers Customize

Purchase orders Last 3 months

€2.02M EUR

Invoice aging

€664K EUR

Activity feed All View all

Invoice paid Oct 05, 2023 | 04:42 PM | Lyondell Chemical Compan... 82509310 \$1,500.00 USD



## Rechnungsmanagement - Suche nach einer Rechnung

3 Geben Sie die gewünschte Rechnungsnummer ein.

The screenshot shows the SAP Ariba Business Network interface. At the top, there is a navigation bar with tabs for Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Assessments. Below the navigation bar, there is a search bar with the text "Invoices" and "Lyondell Chemical Compar" selected. The search criteria are set to "Exact match" and the search term is "11221654". A green circle with the number 3 highlights the search bar. Below the search bar, there is a dashboard with several widgets. The first widget shows "Overview" and "Getting started" with five key metrics: 193 New orders, 840 Orders, 146 Orders to invoice, 234 Invoices, and 39 Items to confirm. Below this, there are "My widgets" for Purchase orders (€2.02M EUR) and Invoice aging (€664K EUR). An "Activity feed" shows an "Invoice paid" event for 82509310 for \$1,500.00 USD.

4 Klicken Sie auf die Schaltfläche **Suchen**, um die Suchergebnisse anzuzeigen.

The screenshot shows the same SAP Ariba Business Network interface as above. The search bar still contains the text "Invoices", "Lyondell Chemical Compar", "Exact match", and "11221654". A green circle with the number 4 highlights the search button (magnifying glass icon) to the right of the search bar. The rest of the dashboard, including the "Overview" widget and "My widgets", remains the same as in the previous screenshot.





## Rechnungsmanagement - Suche nach einer Rechnung

5

Die gewünschte Rechnung wird angezeigt. Wählen Sie die Rechnungsnummer, um Details anzuzeigen.

The screenshot shows the SAP Business Network interface for searching invoices. The search filters are set to Customer: Lyondell Chemical Company - TEST and Invoice Number: 11221654. The search results table shows one invoice with the number 11221654 highlighted. A red circle with the number 5 is overlaid on the invoice number in the table.

| Invoice # | Customer                         | Reference  | Submit Method | Origin   | Self Billing | Source Doc | Date        | Amount       | Routing Status | Invoice Status   |
|-----------|----------------------------------|------------|---------------|----------|--------------|------------|-------------|--------------|----------------|------------------|
| 11221654  | Lyondell Chemical Company - TEST | 4404965929 | Online        | Supplier | No           | Order      | 11 Jul 2023 | \$100.00 USD | On Hold        | Pending Approval |

5

The screenshot shows the details of invoice 11221654. The invoice status is Pending Approval. The subtotal is \$100.00 USD, total tax is \$0.00 USD, and amount due is \$100.00 USD. The service period is from 11 Jul 2023 to 11 Jul 2023. The bill to and supplier information are also displayed.

**Status**  
Invoice: Pending Approval  
Routing: On Hold

**Invoice Information**  
Invoice Number: 11221654  
Invoice Date: Tuesday 11 Jul 2023 6:51 PM GMT+05:30  
Original Purchase Order: 4404965929  
Submission Method: Online  
Origin: Supplier  
Source Document: Order

**SERVICE PERIOD**  
Start Date: 11 Jul 2023  
End Date: 11 Jul 2023

**REMIT TO:**  
Jon Doe  
Postal Address:  
PO BOX 630803  
CINCINNATI, OH 45263-0803  
United States

**BILL TO:**  
Lyondell Chemical Company  
Postal Address:  
1221 McKinney, Suite 300  
HOUSTON, TX 77010  
United States  
Address ID: 130

**SUPPLIER:**  
LYB test 1 2020 - TEST  
Postal Address:  
271 N Shore Dr  
Pittsburgh, PA 15212-5860  
United States



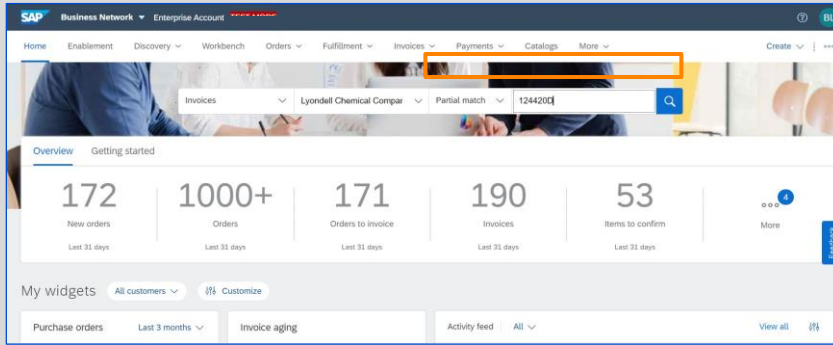
**Hinweis:** Die Details der gewünschten Rechnung werden angezeigt.



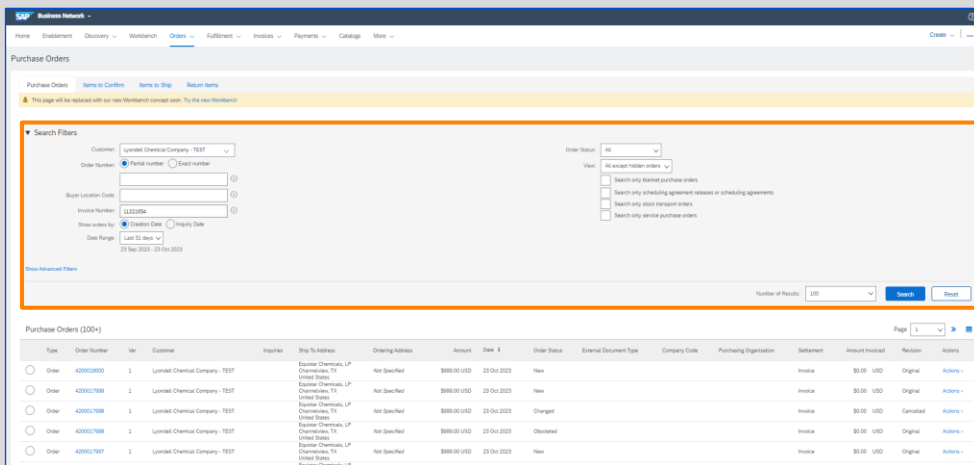
## Rechnungsmanagement - Suche nach einer Rechnung



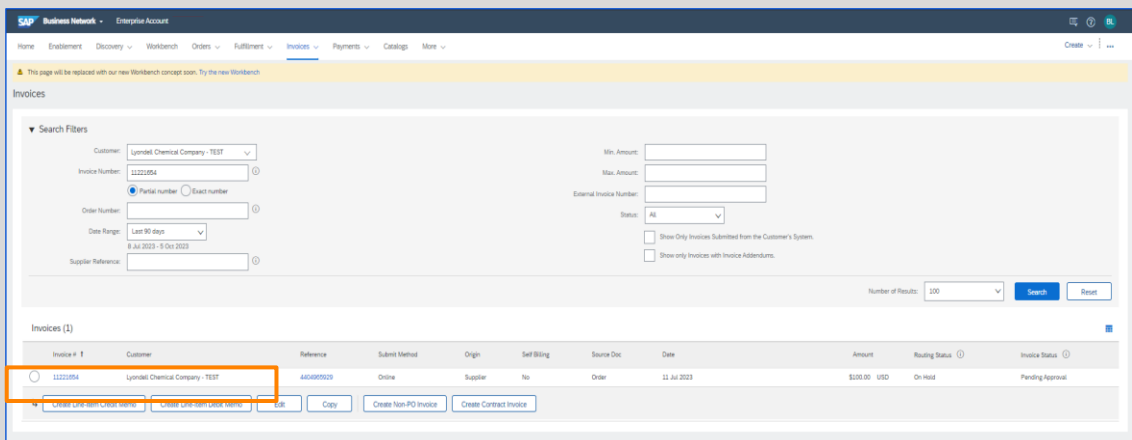
**Hinweis:** Wenn Sie die genaue Rechnungsnummer nicht kennen, können Sie im Dropdown-Menü eine teilweise Übereinstimmung auswählen und auf Suchen klicken.



Wählen Sie die gewünschten Suchfilter für verfeinerte Suchergebnisse und klicken Sie auf Suchen.



Die gewünschte Rechnung wird angezeigt. Sie können auf die Rechnungsnummer klicken, um weitere Details anzuzeigen.





## **Invoice Management - Rechnungsstatus prüfen**

Die folgenden Schritte gelten für **LyondellBasell-Lieferanten**



## Invoice Management - Rechnungsstatus prüfen

1

Wählen Sie auf der Ariba Network-Startseite die Registerkarte **Workbench**, um eine Liste der Rechnungen anzuzeigen.

SAP Business Network Enterprise Account

Home Enablement Discovery **Workbench** Orders Fulfillment Invoices Payments Catalogs Reports Assessments Create

Invoices Lyondell Chemical Compar Exact match

Overview Getting started

193 New orders Last 31 days

840 Orders Last 31 days

146 Orders to invoice Last 31 days

234 Invoices Last 31 days

39 Items to confirm Last 31 days

My widgets All customers Customize

Purchase orders Last 3 months €2.02M EUR

Invoice aging €664K EUR

Activity feed All Invoice paid Oct 05, 2023 10:42 PM | Lyondell Chemical Compan... 82509310 \$1,500.00 USD

2

Die Registerkarte **Workbench** wird angezeigt. Wählen Sie **Rechnungen**, um eine Liste der Rechnungen mit ihrem **Routing** und **Rechnungsstatus** anzuzeigen.

SAP Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs Reports Assessments Create

Workbench

208 New orders Last 31 days

984 Orders Last 31 days

163 Orders to invoice Last 31 days

241 Invoices Last 31 days

51 Items to confirm Last 31 days

78 Items to ship Last 31 days

135 Service sheets Last 31 days

0 Printed documents

Invoices (241)

Filter filter Save filter Last 31 days Standard Invoice

Customers Invoice number Reference Invoice date Invoice type

| Type             | Invoice Number | Customer                         | Reference  | Source Document | Submission Method | Origin   | Invoiced Date | Amount      | Routing Status | Invoice Status   | Self Billing | Actions |
|------------------|----------------|----------------------------------|------------|-----------------|-------------------|----------|---------------|-------------|----------------|------------------|--------------|---------|
| Standard Invoice | 8504356        | Lyondell Chemical Company - TEST | 4404989229 | Order           | Online            | supplier | Oct 9, 2023   | \$1,500 USD | Acknowledged   | Approved         | No           | ...     |
| Standard Invoice | 79894255       | Lyondell Chemical Company - TEST | 4404989225 | Order           | Online            | supplier | Oct 9, 2023   | \$100 USD   | Acknowledged   | Paid             | No           | ...     |
| Standard Invoice | 797979730      | Lyondell Chemical Company - TEST | 4404989221 | Order           | Online            | supplier | Oct 9, 2023   | \$1,500 USD | Acknowledged   | Approved         | No           | ...     |
| Standard Invoice | 15259539       | Lyondell Chemical Company - TEST | 4404989222 | Order           | Online            | supplier | Oct 9, 2023   | \$1,500 USD | On Hold        | Pending Approval | No           | ...     |
| Standard Invoice | 56003438       | Lyondell Chemical Company - TEST | 4404989219 | Order           | Online            | supplier | Oct 9, 2023   | \$1,500 USD | On Hold        | Pending Approval | No           | ...     |
| Standard Invoice | 81V4404989209  | Lyondell Chemical Company - TEST | 4404989209 | Order           | Online            | supplier | Oct 7, 2023   | \$100 USD   | On Hold        | Pending Approval | No           | ...     |
| Standard Invoice | 81V4456        | Lyondell Chemical Company - TEST | 4404989200 | Order           | Online            | supplier | Oct 7, 2023   | \$80 USD    | Acknowledged   | Approved         | No           | ...     |
| Standard Invoice | 89561780       | Lyondell Chemical Company - TEST | 4200031769 | Order           | Online            | supplier | Oct 6, 2023   | \$125 USD   | Acknowledged   | Approved         | No           | ...     |

**Hinweis:** Sie können die Suche auch über Ihre Rechnungsnummer verfeinern.



## Invoice Management - Rechnungsstatus prüfen



### Anmerkung:

Sollten Sie Ihre Rechnungsbenachrichtigungen konfiguriert haben, erhalten Sie automatisch E-Mail-Benachrichtigungen über Änderungen des Rechnungsstatus. Sie können den Rechnungsstatus überprüfen, indem Sie den Rechnungslink in der E-Mail auswählen oder sich direkt im Ariba Network anmelden und die Suchanweisungen verwenden.

**Im Routing-Status** sehen Sie den Status der Übertragung der Rechnung an LyondellBasell über das Ariba-Netzwerk an.

- **Storniert** - Sie haben die Rechnung storniert
- **Gescheitert** - Die Rechnung konnte LyondellBasell nicht erreichen. Dies könnte auf Rechnungsstellungsregeln zurückzuführen sein. Überprüfen Sie auf der Registerkarte Historie den Grund für die Ablehnung.
- **In der Warteschlange** - Ariba Network hat die Rechnung erhalten, aber noch nicht bearbeitet
- **Gesendet** - Ariba Network hat die Rechnung an eine Warteschlange gesendet. Die Rechnung wartet auf die Abholung durch den Kunden
- **Bestätigt** - Die LyondellBasell-Anwendung für die Rechnungsstellung hat den Eingang der Rechnung bestätigt.

**Der Rechnungsstatus** spiegelt den spezifischen Status Ihrer Rechnung wider.

- **Gesendet** - LyondellBasell Invoicing Application hat die Rechnung erhalten, aber noch nicht mit Bestellungen und Belegen abgeglichen
- **Genehmigt** - LyondellBasell hat die Rechnung anhand der Bestellungen und Belege geprüft und zur Zahlung freigegeben
- **Bezahlt** - LyondellBasell hat die Rechnung bezahlt oder ist gerade dabei, die Zahlung auszustellen. **Abgelehnt** - LyondellBasell hat die Rechnung abgelehnt oder die Validierung der Rechnung durch das Ariba Network ist fehlgeschlagen.
- **Fehlgeschlagen** - Ariba Network hatte ein Problem bei der Weiterleitung der Rechnung



## **Invoice Management - Zahlungsstatus prüfen**

Die folgenden Schritte gelten für **LyondellBasell-Lieferanten**



## Invoice Management - Zahlungsstatus prüfen

1

Wählen Sie auf der Ariba Network-Startseite die Registerkarte **Workbench**, um eine Liste der Rechnungen anzuzeigen.

SAP Business Network Enterprise Account

Home Enablement Discovery **Workbench** Orders Fulfillment Invoices Payments Catalogs Reports Assessments Create

1

Overview Getting started

193 New orders Last 31 days

840 Orders Last 31 days

146 Orders to invoice Last 31 days

234 Invoices Last 31 days

39 Items to confirm Last 31 days

My widgets All customers Customize

Purchase orders Last 3 months

€2.02M EUR

Invoice aging

€664K EUR

Activity feed All View all

Invoice paid Oct 05, 2023 | 04:42 PM | Lyondell Chemical Compan... 82509310 \$1,500.00 USD

2

Die Registerkarte Workbench wird angezeigt. Wählen Sie die Rechnungsnummer aus, um die Zahlungsdetails der Rechnung anzuzeigen. Stellen Sie sicher, dass der Rechnungsstatus auf **“Bezahlt”** gesetzt ist.

SAP Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs Reports Messages Assessments Create

Workbench Customize

81 New orders Last 31 days

473 Orders Last 31 days

39 Orders to invoice Last 31 days

29 Invoices Last 31 days Save filter

83 Items to confirm Last 31 days

70 Items to ship Last 31 days

23 Service sheets Last 31 days

0 Pinned documents

Invoices (29) Edit filter Save filter Last 31 days Paid

Customers Invoice number Reference Invoice date Invoice type

Select or type selections Type selection Type input Last 31 days All

Partial match Exact match

Show more Apply Reset

| Type             | Invoice Number | Customer                         | Reference  | Source Document | Submission Method | Origin   | Invoiced Date | Amount   | Routing Status | Invoice Status | Self Billing | Actions |
|------------------|----------------|----------------------------------|------------|-----------------|-------------------|----------|---------------|----------|----------------|----------------|--------------|---------|
| Standard Invoice | 4405300301 B3  | Lyondell Chemical Company - TEST | 4405300301 | Order           | Online            | supplier | Nov 14, 2023  | \$10 USD | Acknowledged   | Paid           | No           | ...     |
| Standard Invoice | 4405300301 B2  | Lyondell Chemical Company - TEST | 4405300301 | Order           | Online            | supplier | Nov 14, 2023  | \$10 USD | Acknowledged   | Paid           | No           | ...     |
| Standard Invoice | 4405300301     | Lyondell Chemical                | 4405300301 | Order           | Online            | supplier | Nov 14, 2023  | \$10 USD | Acknowledged   | Paid           | No           | ...     |



## Invoice Management - Zahlungsstatus prüfen

3

Die Rechnungsdetails werden angezeigt. Klicken Sie auf die Registerkarte **Geplante Zahlungen**, um den anstehenden Zahlungsplan anzuzeigen.

Invoice: 4405300301B3

Copy This Invoice **3** Download PDF Export cXML

Detail **Scheduled Payments** Remittance History

Standard Invoice

|                                                       |                            |
|-------------------------------------------------------|----------------------------|
| Status: Invoice: Paid                                 | Subtotal: \$10.00 USD      |
| Routing: Acknowledged                                 | Total Tax: \$0.00 USD      |
| Invoice Number: 4405300301B3                          | Total Shipping: \$0.00 USD |
| Invoice Date: Wednesday 15 Nov 2023 1:38 AM GMT+08:00 | Amount Due: \$10.00 USD    |
| Original Purchase Order: 4405300301                   |                            |
| Submission Method: Online                             |                            |
| Origin: Supplier                                      |                            |
| Source Document: Order                                |                            |

**REMIT TO:**  
Dale Horowitz  
Postal Address: PO BOX 630803  
Adresse

**BILL TO:**  
Houston Refining LP  
Postal Address:  
Adresse

**SUPPLIER:**  
LYB test 1 2020 - TEST  
Postal Address:  
Adresse

**BILL FROM:**  
LYB test 1 2020 - TEST  
Postal Address: 771 N. Shore Dr.

**CUSTOMER:**  
Houston Refining LP  
Postal Address: 1721 Mockliney, Suite 700

**WIRE PAYMENT TO BANK:**  
FIFTH THIRD BANK  
Account Name: CINTAS CORPORATION  
Account Type: Checking

4

Die Registerkarte Geplante Zahlungen wird angezeigt. Hier können Sie die Zahlungsdetails und den Status einsehen. Klicken Sie auf die Registerkarte **Überweisung**, um die Überweisungsdetails anzuzeigen.

Invoice: 4405300301B3

Copy This Invoice Download PDF Export cXML

Detail **Scheduled Payments** **4** **Remittance** History

| Payment Proposal | Received Date | Accepted Date | Planned Payment Date | Method | Original Amount | Discount/Interest | Adjustment | Amount Due  | Status | Action |
|------------------|---------------|---------------|----------------------|--------|-----------------|-------------------|------------|-------------|--------|--------|
|                  | 14 Nov 2023   |               |                      | ACH    | \$10.00 USD     | \$0.00 USD        |            | \$10.00 USD | Paid   |        |

Copy This Invoice Download PDF Export cXML

Done

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## Invoice Management - Zahlungsstatus prüfen

5

Die Überweisungsdetails werden angezeigt. Klicken Sie auf die **Referenznummer**, um das Dokument mit den Zahlungsdetails anzuzeigen.

Invoice: 4405300301B3

Copy This Invoice | Download PDF | Export cXML

Detail | Scheduled Payments | Remittance | History

| Reference No.         | Type | Payment Proposal | Status | Payment Date | Method | Received On |
|-----------------------|------|------------------|--------|--------------|--------|-------------|
| Z.20231114.6900196446 |      |                  | Paid   | 14 Nov 2023  | ACH    | 14 Nov 2023 |

Gross: \$10.00 USD  
Discount: \$0.00 USD  
Adjustment: \$0.00 USD  
Net: \$10.00 USD

Copy This Invoice | Download PDF | Export cXML

6

Die Überweisungsdetails werden angezeigt. Blättern Sie nach unten, um die Einzelposten anzuzeigen, und klicken Sie zum Beenden auf **Fertig**.

Remittance Advice: Z.20231114.6900196446 (paid)

Print | Export CSV | Download CSV

Detail | History

**LYB** LyondellBasell

From: Lyondell Chemical Company - TEST  
To: LYB NW 1 2023 - TEST

REMITTANCE ADVICE: Z.20231114.6900196446 (paid)  
Gross Amount: \$30.00 USD  
Withholding Tax: \$0.00 USD  
Amount Paid: \$30.00 USD  
Estimated Settlement on: 14 Nov 2023

Payment Detail

Payment Method: ACH (payment)  
Reference Number: 6900196446  
Payment Payment: Z.20231114.6900196446  
Identified Collection: None

ADDITIONAL INFORMATION

Line Items (3)

| Line # | Payable Reference                    | Gross Amount | Discount   | Withholding Tax | Adjustment | Net Amount Paid | Scheduled Payment |
|--------|--------------------------------------|--------------|------------|-----------------|------------|-----------------|-------------------|
| 1      | Invoice: 4405300301B3 (Direct Debit) | \$30.00 USD  | \$0.00 USD |                 |            | \$30.00 USD     |                   |
| 2      | Invoice: 4405300301B2 (Direct Debit) | \$30.00 USD  | \$0.00 USD |                 |            | \$30.00 USD     |                   |
| 3      | Invoice: 4405300301B3 (Direct Debit) | \$30.00 USD  | \$0.00 USD |                 |            | \$30.00 USD     |                   |

ADDITIONAL INFORMATION

Invoice: 4405300301B2 (Direct Debit)  
Invoice: 4405300301B3 (Direct Debit)

Invoice: 4405300301B3 (Direct Debit)  
Invoice: 4405300301B3 (Direct Debit)

ADDITIONAL INFORMATION

Invoice: 4405300301B3 (Direct Debit)  
Invoice: 4405300301B3 (Direct Debit)

ADDITIONAL INFORMATION

Invoice: 4405300301B3 (Direct Debit)  
Invoice: 4405300301B3 (Direct Debit)

Gross Amount: \$30.00 USD  
Discount Applied: \$0.00 USD  
Withholding Tax: \$0.00 USD  
Adjustment: \$0.00 USD  
Amount Paid: \$30.00 USD



**Hinweis:** Die Avisnummer setzt sich aus dem Verrechnungsdatum und der Verrechnungsnummer zusammen. Die ersten acht Zahlen sind Jahr, Monat und Datum, gefolgt von der Clearingnummer der Bank.



## Invoice Management - Zahlungsstatus prüfen

**Hinweis:** Sie können eine Liste aller Überweisungen in der Gesamtheit anzeigen, indem Sie zu **Rechnungen > Überweisungen** gehen.

| Invoice Number | Customer                         | Reference  | Invoiced Date | Amount       | Routing Status | Invoice Status | From address                                | To address                            | Actions |
|----------------|----------------------------------|------------|---------------|--------------|----------------|----------------|---------------------------------------------|---------------------------------------|---------|
| INV4405300309C | Lyondell Chemical Company - TEST | 4405300309 | Nov 14, 2023  | \$390000 USD | Acknowledged   | Approved       | LYB test 1 2020 - TEST, Pittsburgh, PA, USA | Houston Refining LP, HOUSTON, TX, USA | ...     |
| INV4405300309B | Lyondell Chemical Company - TEST | 4405300309 | Nov 14, 2023  | \$390000 USD | Acknowledged   | Approved       | LYB test 1 2020 - TEST, Pittsburgh, PA, USA | Houston Refining LP, HOUSTON, TX, USA | ...     |

Es erscheint eine Liste aller Überweisungen.

| Transaction           | Customer                         | Payment Date | Account ID | Method | Reference Number | Gross     | Discount | Adjustment | Net       | Status | Routing Status | Difference |
|-----------------------|----------------------------------|--------------|------------|--------|------------------|-----------|----------|------------|-----------|--------|----------------|------------|
| Z.20231114.6900196445 | Lyondell Chemical Company - TEST | Nov 14, 2023 |            | ACH    | 6900196445       | \$30 USD  | \$0 USD  | \$0 USD    | \$30 USD  | Paid   | Sent           |            |
| Z.20231114.6900196444 | Lyondell Chemical Company - TEST | Nov 14, 2023 |            | ACH    | 6900196444       | \$300 USD | \$0 USD  | \$0 USD    | \$300 USD | Paid   | Sent           |            |
| Z.20231114.6900196444 | Lyondell Chemical Company - TEST | Nov 14, 2023 |            | ACH    | 6900196443       | \$800 USD | \$0 USD  | \$0 USD    | \$800 USD | Paid   | Sent           |            |



# Rechnungsverwaltung - Rechnungsverlauf

Die folgenden Schritte gelten für **LyondellBasell-Lieferanten**



## Rechnungsverwaltung - Rechnungsverlauf

1

Öffnen Sie die gewünschte Rechnung, für die Sie den Rechnungsverlauf einsehen möchten. Klicken Sie auf die Registerkarte "Verlauf", um fortzufahren.

The screenshot shows the SAP Business Network interface for an invoice with ID 10060220. At the top, there are buttons for 'Copy This Invoice', 'Print', 'Download PDF', and 'Export cXML'. Below these are tabs for 'Detail', 'Scheduled Payments', and 'History'. The 'History' tab is highlighted with a green circle and the number '1'. The main content area displays the 'Standard Invoice' status: Invoice: Paid, Routing: Acknowledged, Invoice Number: 10060220, Invoice Date: Wednesday 20 Sep 2023 2:32 PM GMT+01:00, Original Purchase Order: 4404968201, Submission Method: Online, Origin: Supplier, Source Document: Order. The 'SERVICE PERIOD' is also shown with Start Date: 20 Sep 2023 and End Date: 20 Sep 2023.

2

Die Seite Rechnungsverlauf zeigt Verlauf und Statuskommentare zur Rechnung. Überprüfen Sie die Details und klicken Sie zum Verlassen auf **Fertig**.

The screenshot shows the 'History' tab of the invoice page. The 'History' section is highlighted with an orange border and contains a table with the following data:

| Status       | Comments                                                                                         | Changed By                     | Date and Time          |
|--------------|--------------------------------------------------------------------------------------------------|--------------------------------|------------------------|
|              | The invoice was successfully received.                                                           | LYB test 1 2020 - TEST         | 20 Sep 2023 6:57:29 PM |
| On Hold      | cXML InvoiceDetailRequest queued                                                                 | Supplier                       | 20 Sep 2023 6:57:31 PM |
|              | Invoice date automatically changed to 2023-09-20T14:32:01+01:00 after service sheet approval     | PropagatorProcessor-1095480334 | 20 Sep 2023 7:02:01 PM |
| Queued       | The invoice status has been successfully updated to approved by Lyondell Chemical Company - TEST | PropagatorProcessor-1095480334 | 20 Sep 2023 7:02:02 PM |
|              | Comments from Lyondell Chemical Company - TEST: Success                                          | Supplier                       | 20 Sep 2023 7:02:02 PM |
| Acknowledged |                                                                                                  | PropagatorProcessor-1095420240 | 20 Sep 2023 7:02:54 PM |
|              | The invoice status has been successfully updated to Approved by Lyondell Chemical Company - TEST | Supplier                       | 20 Sep 2023 7:02:55 PM |
|              |                                                                                                  | PropagatorProcessor-1095230338 | 20 Sep 2023 7:06:04 PM |
|              | The invoice status has been successfully updated to Paid by Lyondell Chemical Company - TEST     | PropagatorProcessor-1095480336 | 20 Sep 2023 7:13:12 PM |

At the bottom right of the page, there is a blue button labeled 'Done'.



**Hinweis:** Die Transaktionshistorie kann bei der Problemerkennung für fehlgeschlagene oder abgelehnte Transaktionen verwendet werden.



# Invoice Management - Rechnungsberichte

Die folgenden Schritte gelten für **LyondellBasell-Lieferanten**



## Invoice Management - Rechnungsberichte

- 1 Klicken Sie auf die Registerkarte **Berichte** auf dem SAP Ariba-Startbildschirm, um Berichte zu erstellen.

My widgets All customers Customize

- 2 Die Seite Berichte wird angezeigt. Klicken Sie auf **Erstellen**, um einen neuen Bericht zu erstellen.

| Title ↑  | Schedule Type | Report Type | Status | Last Run | Next Run |
|----------|---------------|-------------|--------|----------|----------|
| No items |               |             |        |          |          |

Run Download Edit Copy Delete Create Refresh Status



**Hinweis:** Die Transaktionshistorie kann bei der Problemerkennung für fehlgeschlagene, ausstehende oder abgelehnte Transaktionen verwendet werden.



## Invoice Management - Rechnungsberichte

3

Geben Sie einen **Titel** für den Bericht ein, wählen Sie einen **Berichtstyp** aus, fügen Sie alle weiteren Details hinzu, die Sie für notwendig halten, und klicken Sie auf **Weiter**, um fortzufahren.

SAP Business Network Enterprise Account

Report

Enter a title and description for this report. Check the Time Zone and Language settings. You can set the Time Zone and Language for each report. Then, select the Report Type.

1 Report Description

2 Criteria

Title: \* Report1

Description:

Time zone: CET

Language: English

Report type: \* Invoice

Next Exit

4

Der Abschnitt Kriterien wird angezeigt. Klicken Sie auf die Schaltfläche **Auswählen** neben dem Feld Kunde, um LyondellBasell zu suchen.

SAP Business Network Enterprise Account

Report

Set the parameters for this report. To save your changes and put the report into the queue to be run, click Submit. To exit without saving changes or running this report, click Exit.

1 Report Description

2 Criteria

Customer: All Customers **Select**

Invoice Number: [ ]

Invoice Amount: [ ] to [ ]

Routing Status: Any

Invoice Status: Any

Invoices without Payment Receipts

Created Date: 24 Sep 2023 To 24 Oct 2023

Maximum Results Returned: 100

Previous Submit Exit



## Invoice Management - Rechnungsberichte

5

Der Bildschirm Kunden auswählen wird angezeigt. Wählen Sie **LyondellBasell** aus und klicken Sie auf **OK**.

Select customers

Selected Customers

No items

Remove

Company Name:  Search

Customer

Lyondell Chemical Company - TEST

Lyondell Chemical Company Supplemental - TEST

Add

OK Cancel

6

Geben Sie die gewünschten Informationen für den Bericht ein.

SAP Business Network Enterprise Account

Report

Previous Submit Exit

1 Report Description

2 Criteria

Set the parameters for this report. To save your changes and put the report into the queue to be run, click Submit. To exit without saving changes or running this report, click Exit.

Customer: Lyondell Chemical Company - TEST

Invoice Number:

Invoice Amount:  to

Routing Status: Any

Invoice Status: Any

Invoices without Payment Receipts

Created Date: 24 Sep 2023 To 24 Oct 2023

Maximum Results Returned: 100

Previous Submit Exit



**Hinweis:** Je nach ausgewähltem Berichtstyp kann dieser Bildschirm abweichen. Lassen Sie das Feld Rechnungsnummer leer, wenn alle Ergebnisse angezeigt werden sollen.





## Invoice Management - Rechnungsberichte

7 Klicken Sie auf **Senden**, um fortzufahren.

SAP Business Network - Enterprise Account

Report

Set the parameters for this report. To save your changes and put the report into the queue to be run, click Submit. To exit without saving changes or running this report, click Exit.

1 Report Description

2 Criteria

Customer: Lyondell Chemical Company - TEST

Invoice Number:

Invoice Amount:  to

Routing Status: Any

Invoice Status: Any

Invoices without Payment Receipts

Created Date: 24 Sep 2023 To 24 Oct 2023

Maximum Results Returned: 100

Buttons: Previous, Submit, Exit

8 Sie werden zum Bildschirm **Berichte** weitergeleitet. Klicken Sie auf die Schaltfläche **Status aktualisieren**, um den aktualisierten Status des Berichts anzuzeigen.

SAP Business Network - Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs More

Reports

Use CSV or Excel reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application does not read UTF

Report Templates

| Title ↑                                        | Schedule Type | Report Type          | Status | Last Run | Next Run |
|------------------------------------------------|---------------|----------------------|--------|----------|----------|
| <input checked="" type="radio"/> Early Payment | Manual        | Early Payment Detail | Queued |          | st 2023  |

Buttons: Run, Download, Edit, Copy, Delete, Create, Refresh Status



## Invoice Management - Rechnungsberichte

9

Sobald der Status des Berichts auf **Bearbeitet** wechselt, klicken Sie auf die Schaltfläche **Herunterladen**, um den Bericht herunterzuladen.

The screenshot shows the SAP Business Network interface for an Enterprise Account. The 'Reports' section is active, displaying a table of report templates. The 'Download' button for the selected report is highlighted with a green circle containing the number 9.

| Title   | Schedule Type | Report Type | Status    | Last Run    | Next Run | Created     | Created By   | Report Size |
|---------|---------------|-------------|-----------|-------------|----------|-------------|--------------|-------------|
| Report1 | Manual        | Invoice     | Processed | 25 Oct 2023 |          | 25 Oct 2023 | Bradley Lapp | 356 B       |

Buttons: Run, Download, Edit, Copy, Delete, Create, Refresh Status



# Rechnungsmanagement - Rechnungsarchiv

Die folgenden Schritte gelten für **LyondellBasell-Lieferanten**



## Rechnungsmanagement - Rechnungsarchiv

1

Klicken Sie auf das **Profilsymbol** -> **Einstellungen** -> **Elektronische Rechnungsweiterleitung**, um die Seite mit den Netzwerkeinstellungen anzuzeigen.

2

Die Seite Netzwerkeinstellungen wird angezeigt. Wählen Sie die Registerkarte **Steuerfakturierung und Archivierung**.



**Hinweis:** In der Rechnungsarchivierung können Sie die Häufigkeit, die Unmittelbarkeit und die Zustellung der gezippten Rechnungsarchive konfigurieren.



## Rechnungsmanagement - Rechnungsarchiv

3

Die Seite Netzwerkeinstellungen wird angezeigt. Klicken Sie auf die Schaltfläche **Archivierung von Rechnungen konfigurieren**, um die Regeln für die Rechnungsarchivierung zu konfigurieren.

4

Wählen Sie die gewünschte Häufigkeit, wählen Sie **Sofort archivieren**, um ohne 30 Tage zu warten zu archivieren, und klicken Sie auf **Starten**. Wenn Sie möchten, dass Ariba archivierte Zip-Dateien liefert, geben Sie eine URL für die Archivlieferung ein.

**Hinweis:** Sie können die Archivierungshäufigkeit jederzeit anhalten oder aktualisieren.



## Rechnungsmanagement - Rechnungsarchiv

5

Klicken Sie auf **Speichern**, um Ihre Einstellungen zu speichern.

SAP Business Network -- Enterprise Account

### Invoice Archival

SAP Business 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 SAP Business Network to archive your invoices. Based on the option you have selected, SAP Business 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 SAP Business 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: 8 AM : 8 CET

Archive Immediately

Stop Update Frequency

The first archive file will be available on 11/07/2023

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

Upload

Tax Clearance

Tax Clearance Number: 3606104900

Tax Clearance Document: -No document-  
Upload

Tax Clearance Expiry Date:

Exempt from Backup Withholding:  Yes  No

### Invoice Archival

SAP Business 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 SAP Business Network to archive your invoices. Based on the option you have selected, SAP Business 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 SAP Business 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](#)

### 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. SAP Business 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.

If recurring or one time data deletion feature is enabled, the invoices from will be deleted. You may not be able to search or retrieve those invoices from the archiving service provider.

Save Close



**Hinweis:** Sie können auch zum Bildschirm **Steuerabrechnung und Archivierung** navigieren, um die Langzeitarchivierung von Dokumenten für eine integrierte Archivierungslösung zu abonnieren.



# Dankeschön



# Italian





# Guida alle fatture della rete Ariba

## Aiuto al lavoro

**Publicato:** Ottobre 2023

**Proprietario:** Team Source-to-Pay



## Scopo

Lo scopo di questo aiuto al lavoro è quello di fornire una guida passo passo su come presentare e gestire le fatture in Ariba Network.



## Pubblico di riferimento

Questo aiuto al lavoro è rivolto ai seguenti ruoli:

- **Fornitori abilitati alla rete Ariba di LyondellBasell**

## Indice dei contenuti

Navigare nel manuale selezionando la sezione appropriata:

- **Processo di fatturazione - Regole di fatturazione**
- **Metodi di presentazione delle fatture - PO Flip (Materiali)**
- **Metodi di presentazione delle fatture - PO Flip (Servizi)**
- **Metodi di presentazione delle fatture - Fatture contrattuali**
- **Metodi di presentazione delle fatture - Memo di credito (livello di intestazione)**
- **Metodi di presentazione delle fatture - Memo di credito (livello di riga)**
- **Metodi di presentazione delle fatture - Copiare le fatture**
- **Gestione delle fatture - Ricerca di fatture**
- **Gestione delle fatture - Controllare lo stato delle fatture**
- **Gestione delle fatture - Controllare lo stato dei pagamenti**
- **Gestione delle fatture - Cronologia delle fatture**
- **Gestione delle fatture - Rapporti sulle fatture**
- **Gestione delle fatture - Archiviazione delle fatture**



## Riferimenti

È possibile consultare ulteriori informazioni qui:

- **Sito del fornitore di LyondellBasell**





## Processo Procure-to-Pay: Ricevimento merci

1

Riconoscimento dell'OP

2

Conferma dell'ordine

3

Notifica di spedizione  
avanzata

4

Ricevuta della merce  
(Solo materiali)

5

Fattura



### Ricevere l'ordine

Ogni ordine deve essere ricevuto per poter essere fatturato.



### Elaborazione degli ordini

Il tempo di elaborazione standard di LyondellBasell per la ricezione delle merci è di **2-3 giorni**.

Dopo la registrazione delle merci ricevute, lo stato **Ricevuto** viene automaticamente inviato alla rete Ariba, informando il fornitore che è pronto per la fatturazione.



### Richieste di informazioni sulla ricezione delle merci

Le richieste di informazioni sulla ricezione della merce devono essere inviate all'Assistenza tecnica PO, il cui indirizzo e-mail è riportato sull'ordine di acquisto.



## Processo Procure-to-Pay: Fatturazione

1

Riconoscimento dell'OP

2

Conferma dell'ordine

3

Notifica di spedizione  
avanzata

4

Ricevuta della merce  
(solo materiali)

5

Fattura

### Supportato dalla rete Ariba

- ✓ **Invio di fatture singole e di massa tramite la rete Ariba**
- ✓ **Visibilità migliorata per i fornitori**
  - Stati delle fatture
  - La storia
  - Segnalazione
- ✓ **Regole seriali incorporate**  
**Prima di Fatturazione:**
  - Riconoscimento dell'OP
  - Conferma dell'ordine
  - Avvisi di spedizione avanzati
  - Ricevuta della merce
- ✓ **Quantità e prezzo dell'ordine devono corrispondere**
- ✓ **Materiale, riparazioni e ordini di servizio**
- ✓ **Fatture parziali**
- ✓ **Spedizione/imposta sull'intestazione della fattura**
- ✓ **Memo di credito**
- ✓ **Retrocessione**



## Processo Procure-to-Pay: Fatturazione

1

Riconoscimento dell'OP

2

Conferma dell'ordine

3

Notifica di spedizione  
avanzata

4

Ricevuta della merce  
(Solo materiali)

5

Fattura

### Non supportato dalla rete Ariba

- ✗ Fatture cartacee (PDF)**  
LyondellBasell richiede che le fatture siano inviate elettronicamente attraverso la rete Ariba; LyondellBasell non accetterà più fatture cartacee via e-mail.
- ✗ Fatture non PO, fatture riepilogative o consolidate**  
Richiesta a fronte di più ordini di acquisto; non accettata da LyondellBasell.
- ✗ Fatturazione per carte d'acquisto (carte P)**  
Una fattura per un ordine effettuato con una carta d'acquisto; non accettata da LyondellBasell.
- ✗ Fatture duplicate**  
Per ogni fattura deve essere fornito un numero di fattura nuovo e unico; LyondellBasell rifiuterà i numeri di fattura duplicati, a meno che non si ripresenti una fattura corretta che in precedenza aveva uno stato di fallimento su Ariba Network.
- ✗ Voci aggiuntive**  
Non è possibile aggiungere voci aggiuntive a una fattura PO.



# Processo di fatturazione - Regole di fatturazione

I seguenti passaggi sono destinati ai **Fornitori LyondellBasell**



## Processo di fatturazione - Regole di fatturazione

1

Inserite il vostro **nome utente** e la vostra **password** nella pagina di login di [Ariba Network](#) e fate clic sul pulsante **Login**.

2

Viene visualizzata la pagina iniziale di Ariba Network. Selezionare l'**icona Profilo > Impostazioni > Relazioni con i clienti** per visualizzare la pagina Impostazioni account.



## Processo di fatturazione - Regole di fatturazione

3

Viene visualizzata la pagina Impostazione account con l'elenco dei clienti. Selezionare **LyondellBasell**.

Account Settings

Customer Relationships | Notifications | Account Registration | API management

Current Relationships | Potential Relationships

I prefer to receive relationship requests as follows:

Automatically accept all relationship requests  Manually review all relationship requests

Update

Current (2) | Pending (0) | Rejected (0)

Current Customers

Filter

Customers

Enter customer name or Network ID +

Apply | Reset

| Customer                                                               | Network ID      | Relationship Type | Approved Date | Collaboration Type |
|------------------------------------------------------------------------|-----------------|-------------------|---------------|--------------------|
| <input checked="" type="checkbox"/> Lyondell Chemical Company - TEST   | AN01023408720-T | Trading           | 3 Mar 2020    | Fulfillment        |
| <input type="checkbox"/> Lyondell Chemical Company Supplementat - TEST | AN01471108502-T | Trading           | 27 Jan 2023   | Fulfillment        |

Reject

4

Viene visualizzata la pagina **Dettagli cliente**. Scorrere verso il basso per visualizzare le **Regole generali di fatturazione**.

4

General Invoice Rules

|                                                                                          |     |
|------------------------------------------------------------------------------------------|-----|
| Allow suppliers to send invoices to this account.                                        | Yes |
| Allow suppliers to send invoices with service information.                               | No  |
| 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  |
| Require suppliers to send credit memo attachments.                                       | No  |
| Ignore country-based invoice rules.                                                      | No  |
| Allow suppliers to send non-PO invoices.                                                 | No  |
| Allow suppliers to send invoices with a contract reference.                              | No  |
| Require suppliers to create an order confirmation for the PO before creating an invoice. | Yes |
| Require suppliers to create invoice with line item quantity greater than zero.           | Yes |
| Require suppliers to create invoice with line item price greater than zero.              | Yes |
| Require suppliers to create a ship notice for the PO before creating an invoice.         | No  |
| Allow suppliers to send invoices if a PCard or credit card was included in the order.    | No  |
| Allow suppliers to send header level credit memos.                                       | No  |
| Allow suppliers to send line-item credit memo with quantity adjustment.                  | No  |
| Allow suppliers to send line-item credit memo with price adjustment.                     | No  |
| Allow suppliers to send line-item debit memo with price adjustment.                      | No  |
| Allow suppliers to create debit memos where the line-item price is zero.                 | No  |
| Allow suppliers to create credit memos where the line-item quantity is zero.             | Yes |
| Allow suppliers to create line item credit memo that exceed the invoiced amount.         | Yes |
| Require suppliers to provide a reason for each credit memo.                              | No  |
| Allow suppliers to cancel invoices they create.                                          | Yes |
| Allow invoices for information purpose.                                                  | No  |





## Processo di fatturazione - Regole di fatturazione

Country-based Invoice Rules

Download Invoice Rules

Originating Country of Invoice: All Other Countries



**Nota:** se si forniscono materiali o servizi in più Paesi per LyondellBasell, è possibile selezionare le norme di quale Paese si desidera visualizzare.

5 Fare clic su **Fatto** per uscire.

Download CSV Service Sheet Template

Order Routing Rules

- Do not allow charge orders for fully shipped orders.
- Do not allow charge orders for partially shipped orders.
- Reopen confirmation status for unchanged line items on change orders.
- Do not allow the notes tracking on change orders.
- Do not allow charge orders in invoice aggregation.
- Do not allow cancel orders for fully shipped orders.
- Do not allow cancel orders for partially shipped orders.
- Do not override supplier's routing method for orders that match buyer's conditions.
- Do not mark purchase order as received when the receipt displays close for receiving.

Done

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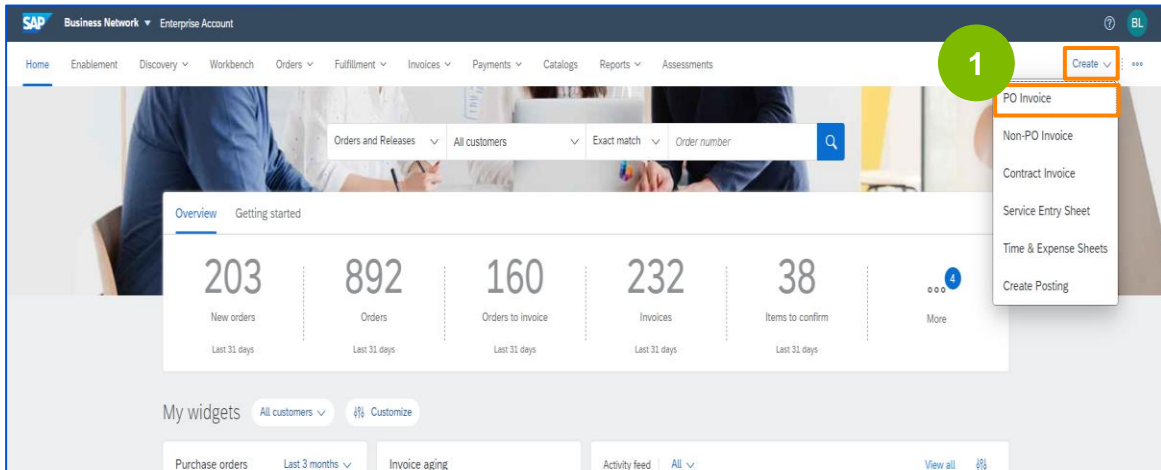
## **Metodi di presentazione delle fatture - Fattura tramite PO Flip (materiali)**

Le seguenti fasi sono destinate ai **Fornitori LyondellBasell**

## Metodi di presentazione delle fatture - Fattura tramite PO Flip (materiali)

1

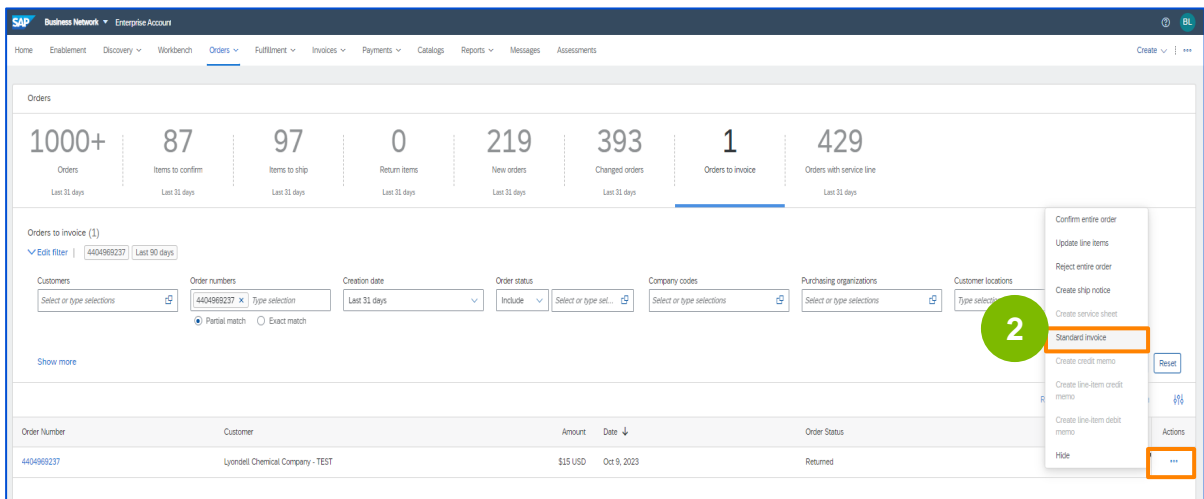
Nella schermata iniziale dell'account Ariba Network, selezionare il menu a discesa **Crea** e selezionare **Fattura PO**.



Viene visualizzata la pagina degli ordini.

2

Cercare la fattura desiderata e fare clic sul pulsante con l'ellissi (...) > **Fattura standard** per l'ordine desiderato per il quale si desidera creare una fattura.





## Metodi di presentazione delle fatture - Fattura tramite PO Flip (materiali)

3

La fattura viene automaticamente precompilata con i dati dell'ordine di acquisto. **Compilare tutti i campi contrassegnati da un asterisco (campo obbligatorio).**

**3**

**Summary**

Purchase Order: 4404969237

Invoice #:

Invoice Date: 9 Oct 2023

Service Description:

Supplier Tax ID:

Remit To: PO BOX 630803

CINCINNATI, OH  
United States

Bill To: Lyondell Chemical Company

HOUSTON, TX  
United States

**Tax**

Header level tax  Line level tax

Category: 5% Super Fund / superfund

Location:

Description: superfund

Regime:

Subtotal: \$15.00 USD  
Total Tax: \$0.75 USD  
Total Shipping: \$0.00 USD  
Amount Due: \$15.75 USD

Taxable Amount:

Tax Rate Type:

Rate(%):

Tax Amount:

4

Inserire un numero di fattura nel campo **Numero fattura**, che è il numero unico per l'identificazione della fattura. La data della fattura viene inserita automaticamente.

**4**

**Summary**

Purchase Order: 4404969237

Invoice #: 67875234

Invoice Date: 9 Oct 2023

Service Description:

Supplier Tax ID:

Remit To: PO BOX 630803

CINCINNATI, OH  
United States

Bill To: Lyondell Chemical Company

HOUSTON, TX  
United States

**Tax**

Header level tax  Line level tax

Category: 5% Super Fund / superfund

Taxable Amount:

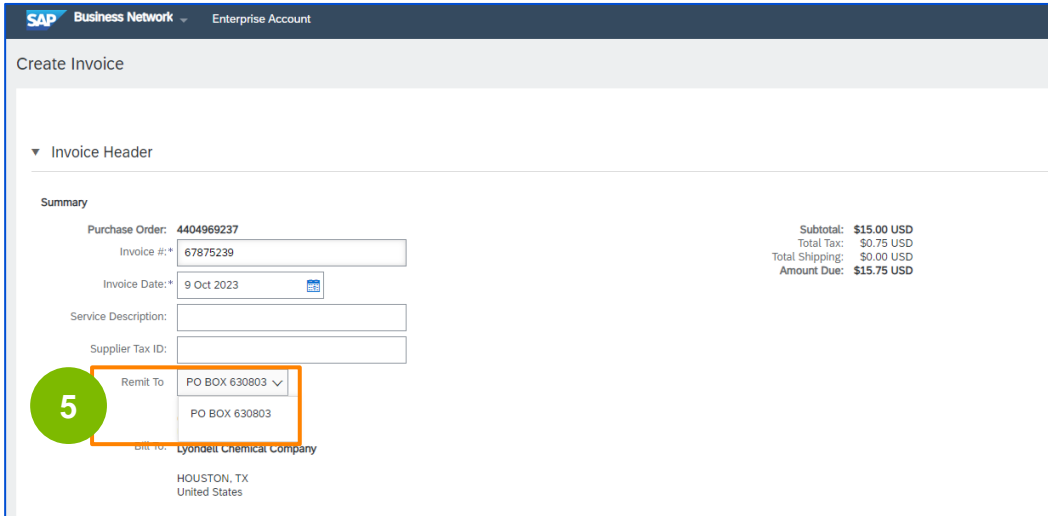
Subtotal: \$15.00 USD  
Total Tax: \$0.75 USD  
Total Shipping: \$0.00 USD  
Amount Due: \$15.75 USD



**Nota:** se si desidera aggiungere delle lettere nel campo N. fattura, queste devono essere tutte maiuscole.

## Metodi di presentazione delle fatture - Fattura tramite PO Flip (materiali)

**5** Selezionare l'indirizzo di **destinazione** dalla casella a discesa se si è inserito più di un indirizzo.



SAP Business Network Enterprise Account

### Create Invoice

Invoice Header

Summary

Purchase Order: 4404969237

Invoice #: 67875239

Invoice Date: 9 Oct 2023

Service Description:

Supplier Tax ID:

Remit To: PO BOX 630803

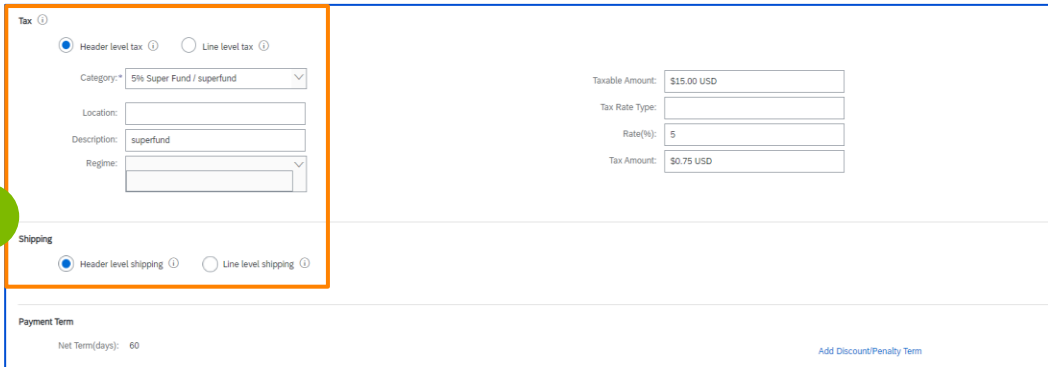
PO BOX 630803

Lyondell Chemical Company

HOUSTON, TX  
United States

|                 |             |
|-----------------|-------------|
| Subtotal:       | \$15.00 USD |
| Total Tax:      | \$0.75 USD  |
| Total Shipping: | \$0.00 USD  |
| Amount Due:     | \$15.75 USD |

**6** Selezionare **Tasse e spedizione** nell'intestazione selezionando il pulsante di opzione appropriato.



Tax

Header level tax  Line level tax

Category: 5% Super Fund / superfund

Location:

Description: superfund

Regime:

Taxable Amount: \$15.00 USD

Tax Rate Type:

Rate(%): 5

Tax Amount: \$0.75 USD

Shipping

Header level shipping  Line level shipping

Payment Term

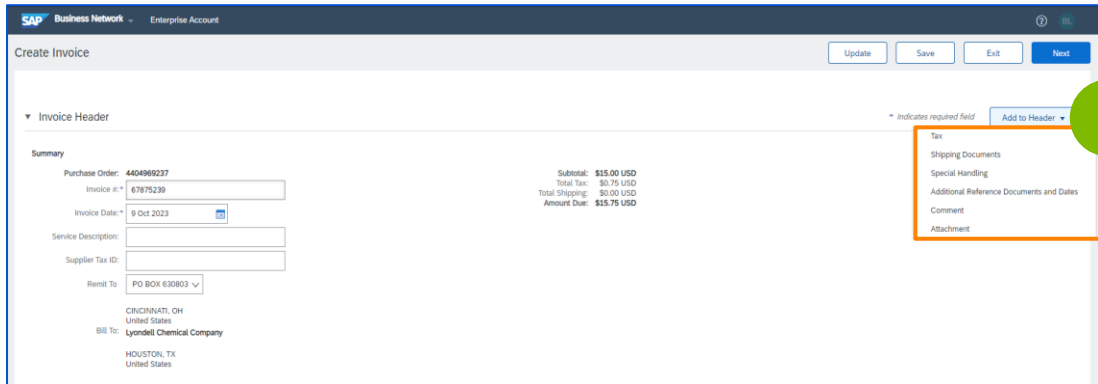
Net Term(days): 60

Add Discount/Penalty Term

## Metodi di presentazione delle fatture - Fattura tramite PO Flip (materiali)

7

**Fase facoltativa:** È inoltre possibile aggiungere alcune informazioni aggiuntive all'intestazione della fattura, come ad esempio Gestione speciale, Commento, Allegato, Documenti di spedizione.



a. Scorrere verso il basso e rivedere o aggiornare la quantità per ciascuna voce di fattura.

8

b. Se **si** desidera escludere una voce dalla fattura, fare clic sul segno di spunta verde della voce.

c. È possibile escludere la voce facendo clic sulla casella di controllo a sinistra e facendo clic su "Elimina".

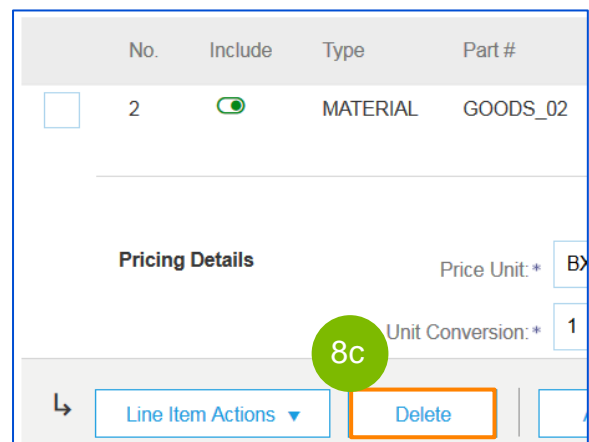
8a

| Quantity | Unit | Unit Price |
|----------|------|------------|
| 10       | BX   | 25.00 EUR  |

8b

| No.                                 | Include                  | Type     | Part #   |
|-------------------------------------|--------------------------|----------|----------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | MATERIAL | GOODS_02 |

8c




**Nota:** è possibile generare una fattura in un secondo momento per fatturare l'articolo escluso.

## Metodi di presentazione delle fatture - Fattura tramite PO Flip (materiali)



**Nota:** è possibile visualizzare **ulteriori dettagli** a livello di voce di riga modificando una voce di riga.

Line Item Actions ▾

Edit

Add

Turn on Hide/Show Shipping Documents

Line Items 2 Line Items, 2 Included, 0 Previously Invoiced

Insert Line Item Options

Tie Category:  Shipping Documents  Special Handling  Discount Add to Included Lines

| No. | Include                             | Type     | Part#    | Description                                   | Customer Part# | Quantity | Unit | Unit Price | Subtotal |
|-----|-------------------------------------|----------|----------|-----------------------------------------------|----------------|----------|------|------------|----------|
| 1   | <input checked="" type="checkbox"/> | MATERIAL | GOODS_01 | Copy Paper White, A3, 80gsm (ream 500 sheets) |                | 5        | EA   | 0.50 EUR   | 2.50 EUR |

---

**Create Invoice** Done Cancel

▼ Invoice Item \* Indicates required field Line Item Actions ▾

Quantity:\*

Unit: EA

Unit Price:\*

Subtotal: 5.00 EUR

Part #: GOODS\_01

---

Description: Copy Paper White, A3, 80gsm (ream 500 sheets)

---

**Pricing Details**

Price Unit:\*

Unit Conversion:\*

Inspection Date:

Price Unit Quantity:\*

Description:

---

**Shipping**

Ship From: Ariba\_TestSupplier - TEST

Praha 5

Czech Republic

Ship To: Sandbox Buyer - Test

Praha

Deliver To: Czech Republic

Cristian Mihalache

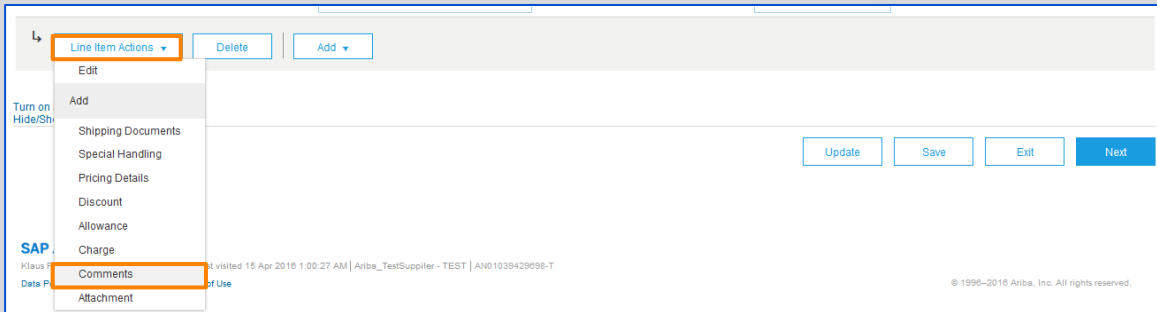
2nd Floor, SI Team

[View/Edit Addresses](#)

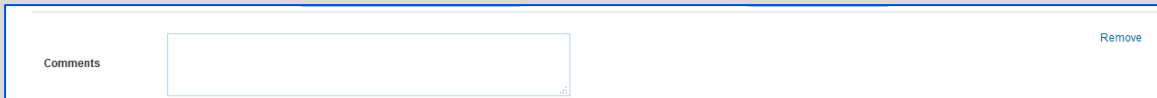
## Metodi di presentazione delle fatture - Fattura tramite PO Flip (materiali)



**Nota:** per aggiungere commenti alle voci di riga, selezionare Voci di riga, fare clic su Azioni voce di riga > Commenti.



The screenshot shows the SAP Ariba interface for a purchase order. At the top, there is a 'Line Item Actions' dropdown menu, which is currently open and shows a list of options: Edit, Add, Shipping Documents, Special Handling, Pricing Details, Discount, Allowance, Charge, Comments, and Attachment. The 'Comments' option is highlighted with an orange box. To the right of the dropdown menu are buttons for 'Delete' and 'Add'. Below the dropdown menu, there are buttons for 'Update', 'Save', 'Exit', and 'Next'. The SAP logo is visible in the bottom left corner, and the text '© 1996–2016 Arriba, Inc. All rights reserved.' is in the bottom right corner.

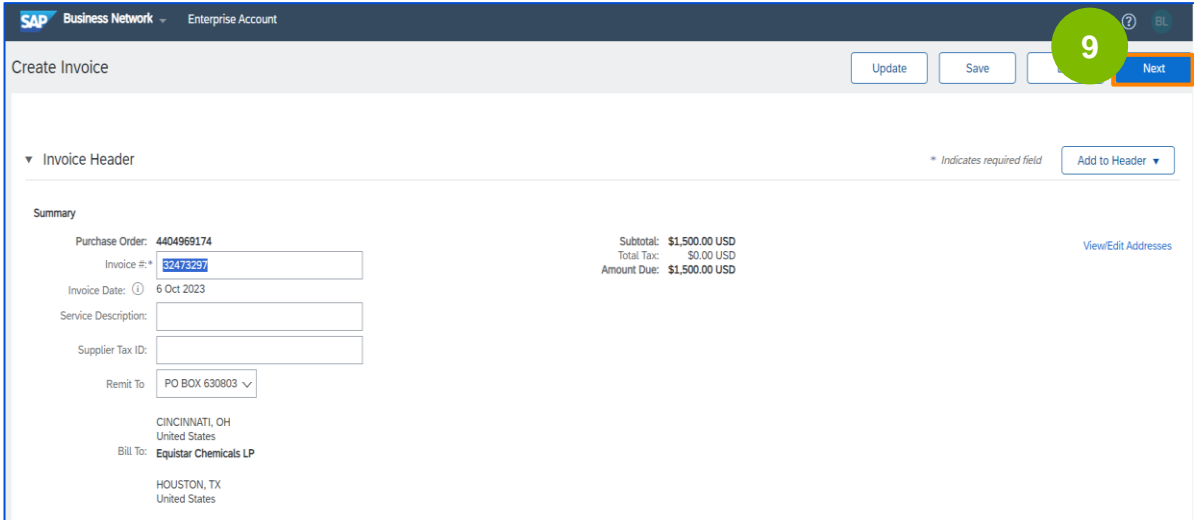


The screenshot shows the 'Comments' field in the SAP Ariba interface. The field is a large text area with a 'Remove' button to its right. The text 'Comments' is visible on the left side of the field.



## Metodi di presentazione delle fatture - Fattura tramite PO Flip (materiali)

9 Fare clic su **Avanti** per procedere.



SAP Business Network Enterprise Account

Create Invoice Update Save Next

Invoice Header \* Indicates required field Add to Header

Summary

Purchase Order: 4404969174 Subtotal: \$1,500.00 USD  
Invoice #: 32473297 Total Tax: \$0.00 USD  
Invoice Date: 6 Oct 2023 Amount Due: \$1,500.00 USD View/Edit Addresses

Service Description:

Supplier Tax ID:

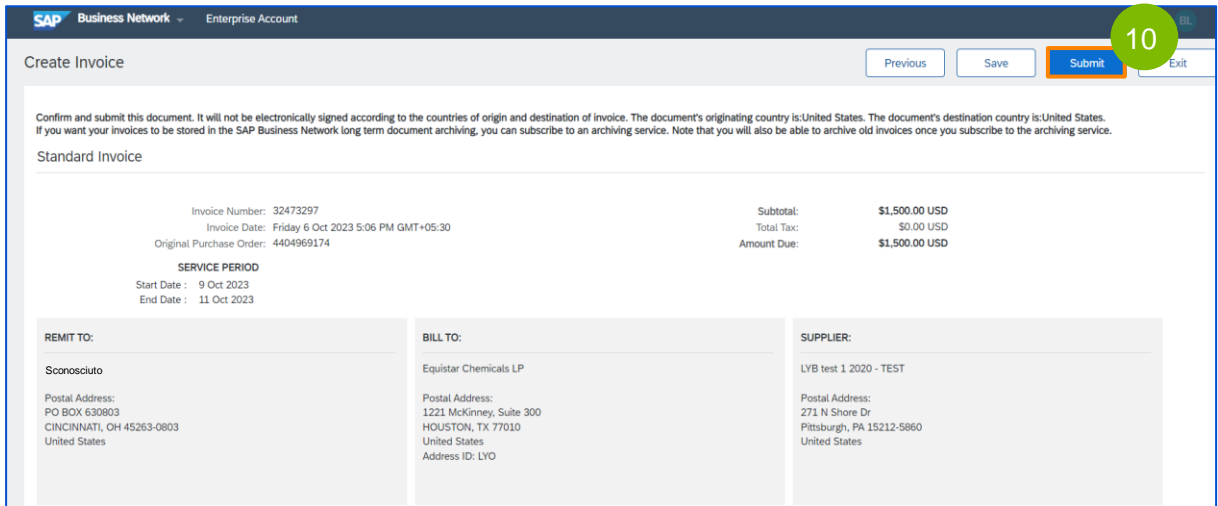
Remit To: PO BOX 630803

CINCINNATI, OH  
United States

Bill To: Equistar Chemicals LP

HOUSTON, TX  
United States

10 Esaminare la fattura per verificarne l'accuratezza nella pagina **Review (Revisione)**. Se non sono necessarie modifiche, fare clic su **Invia** per inviare la fattura a LyondellBasell.



SAP Business Network Enterprise Account

Create Invoice Previous Save Submit Exit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:United States. The document's destination country is:United States. If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: 32473297 Subtotal: \$1,500.00 USD  
Invoice Date: Friday 6 Oct 2023 5:06 PM GMT+05:30 Total Tax: \$0.00 USD  
Original Purchase Order: 4404969174 Amount Due: \$1,500.00 USD

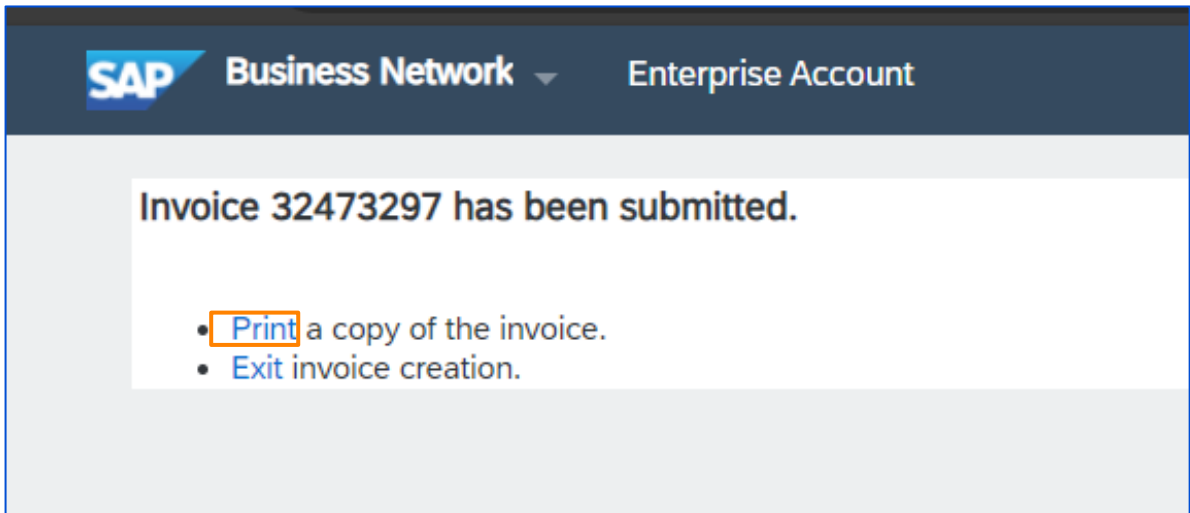
SERVICE PERIOD  
Start Date : 9 Oct 2023  
End Date : 11 Oct 2023

| REMIT TO:                                                                      | BILL TO:                                                                                             | SUPPLIER:                                                                       |
|--------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| Sconosciuto                                                                    | Equistar Chemicals LP                                                                                | LYB test 1 2020 - TEST                                                          |
| Postal Address:<br>PO BOX 630803<br>CINCINNATI, OH 45263-0803<br>United States | Postal Address:<br>1221 McKinney, Suite 300<br>HOUSTON, TX 77010<br>United States<br>Address ID: LYO | Postal Address:<br>271 N Shore Dr<br>Pittsburgh, PA 15212-5860<br>United States |



**Nota: salvare** la fattura in qualsiasi momento durante la creazione della stessa per lavorarci successivamente. È possibile conservare le bozze di fattura per un massimo di 7 giorni.

## Metodi di presentazione delle fatture - Fattura tramite PO Flip (materiali)



**Nota:** si riceverà una notifica che indica che una fattura è stata inviata. È possibile fare clic sul pulsante **Stampa** per stampare la fattura o sul pulsante Esci per eseguire altre operazioni.



## **Metodi di invio delle fatture - Fattura tramite PO Flip (Servizi)**

Le seguenti fasi sono destinate ai **Fornitori  
LyondellBasell**



## Metodi di invio delle fatture - Fattura tramite PO Flip (Servizi)

1

Nella schermata iniziale dell'account Ariba Network, selezionare il menu a discesa **Crea** e selezionare **Fattura PO**.

203 New orders  
892 Orders  
160 Orders to invoice  
232 Invoices  
38 Items to confirm

Viene visualizzata la pagina degli ordini.

2

Cercare la fattura desiderata e fare clic sul pulsante con l'ellissi (...) > **Fattura standard** per l'ordine desiderato per il quale si desidera creare una fattura.

| Order Number | Customer                         | Amount   | Date        | Order Status |
|--------------|----------------------------------|----------|-------------|--------------|
| 4405900393   | Lyondell Chemical Company - TEST | \$15 USD | Oct 9, 2023 | Returned     |



## Metodi di invio delle fatture - Fattura tramite PO Flip (Servizi)

3

Nella schermata **Crea fattura**, inserire il **numero di fattura** desiderato nel campo Numero di fattura.

The screenshot shows the 'Create invoice' interface in SAP Business Network. A green circle with the number '3' highlights the 'Invoice #' field, which contains the value 'INV449300393'. The interface includes sections for Invoice Header, Summary, Tax, Shipping, and Payment Term. The Summary section shows Purchase Order: 449300393, Invoice #: INV449300393, and Invoice Date: 7 Dec 2023. The Shipping section shows Ship From: LYB test 1 2020 - TEST and Ship To: Lyondell Chemical Company.

4

Scorrere verso il basso e aggiungere la **Data di inizio servizio** e la **Data di fine servizio** per la fattura.

The screenshot shows the 'Additional Fields' section of the 'Create invoice' interface. A green circle with the number '4' highlights the 'Service Start Date' and 'Service End Date' fields, which are set to '7 Dec 2023' and '7 Dec 2025' respectively. The interface includes sections for Tax, Shipping, Payment Term, and Additional Fields. The Additional Fields section shows Supplier Account ID, Customer Reference, Supplier Reference, Payment Note, Supplier, Bill From, Field Contractor, Customer, Field Engineer, and Approver.



## Metodi di invio delle fatture - Fattura tramite PO Flip (Servizi)

5

Selezionare la casella di controllo accanto alla fattura desiderata e fare clic su **Aggiungi/Aggiornamento** > **Aggiungi servizio generale** per aggiungere i dettagli del servizio.

The screenshot shows the Ariba Network interface for adding a service line item. The 'Line Items' section is active, and the 'Add Line Item' dropdown menu is open, showing options like 'Add Contracting Item', 'Add General Service', and 'Add Labor Service'. A green circle with the number '5' highlights the 'Add General Service' option.



**Nota:** assicurarsi di selezionare sempre **Aggiungi servizio generale**.

6

Popolare i campi **Descrizione**, **Quantità**, **Unità** e **Prezzo unitario**.

The screenshot shows the Ariba Network interface with the 'Line Items' section populated. The table has the following data:

| No.  | Include                             | Type    | Part # | Description  | Customer Part # | Quantity | Unit | Unit Price   | Subtotal     |
|------|-------------------------------------|---------|--------|--------------|-----------------|----------|------|--------------|--------------|
| 0001 |                                     |         |        | TEST SERVICE |                 |          |      |              |              |
| 1    | <input checked="" type="checkbox"/> | SERVICE |        | TEST SERVICE |                 | 1        | SU   | \$100.00 USD | \$100.00 USD |

A green circle with the number '6' highlights the 'Quantity' and 'Unit' fields in the table. The 'New' button is also highlighted.



**Nota:** per gli ordini di servizio, inserire sempre il campo **Quantità** con "1" e il campo **Unità** con "SU".



## Metodi di invio delle fatture - Fattura tramite PO Flip (Servizi)

7

Aggiornare o modificare i campi **Data inizio servizio** e **Data fine servizio**. Fare clic su **Avanti** per procedere.

Phone: USA 1 | Approver: Name: | Email: | Phone: USA 1

Supplier VAT: Supplier VAT/Tax ID: | Customer VAT: Customer VAT/Tax ID:

Add to Header

1 Line Items, 1 Included, 0 Previously Fully Invoiced

| No.   | Include                             | Type          | Part # | Description  | Customer Part # | Quantity | Unit | Unit Price   | Subtotal     |
|-------|-------------------------------------|---------------|--------|--------------|-----------------|----------|------|--------------|--------------|
| 00001 |                                     | Not Available |        | TEST SERVICE |                 |          |      |              |              |
| 1     | <input checked="" type="checkbox"/> | SERVICE       |        | TST SERVICE  |                 | 1        | SU   | \$100.00 USD | \$100.00 USD |

Service Period: Service Start Date: 7 Dec 2023 | Service End Date: 14 Dec 2023

Line Item Actions: Delete | Reset Tax from PO

Update | Save | Exit | **Next**

8

Esaminare la fattura per verificarne l'accuratezza nella pagina **Review (Revisione)**. Se non sono necessarie modifiche, fare clic su **Invia** per inviare la fattura a LyondellBasell.

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is United States. The document's destination country is United States. If you want your invoice to be stored in the SAP Business Network along with document archiving, you can subscribe to an archiving service. Note that you will also be able to archive and invoice once you subscribe to the archiving service.

Standard Invoice

Invoice Number: 480233 | Invoice Date: Thursday, 7 Dec 2023 8:08:46 AM GMT+01:00 | Subtotal: \$100.00 USD | Total Tax: \$0.00 USD | Amount Due: \$100.00 USD

Original Purchase Order: 449200000

SERVICE PERIOD: Start Date: 7 Dec 2023 | End Date: 14 Dec 2023

SEND TO: Lyondell Chemical Company | 1221 McKinnon Suite 300 | 170 West 1 Street - 1617

BILL TO: Lyondell Chemical Company | 1221 McKinnon Suite 300

SUPPLIER: Lyondell Chemical Company | 1221 McKinnon Suite 300

BILL FROM: Lyondell Chemical Company | 1221 McKinnon Suite 300

CUSTOMER: Lyondell Chemical Company | 1221 McKinnon Suite 300

WIRE PAYMENT TO BANK: WIRE PAYMENT TO BANK | FIFTH THIRD BANK | Account Name: CREDIT CORPORATION | Account Type: Checking

SHIPPING INFORMATION: SHIP FROM: Lyondell Chemical Company | SHIP TO: Lyondell Chemical Company | 1221 McKinnon Suite 300

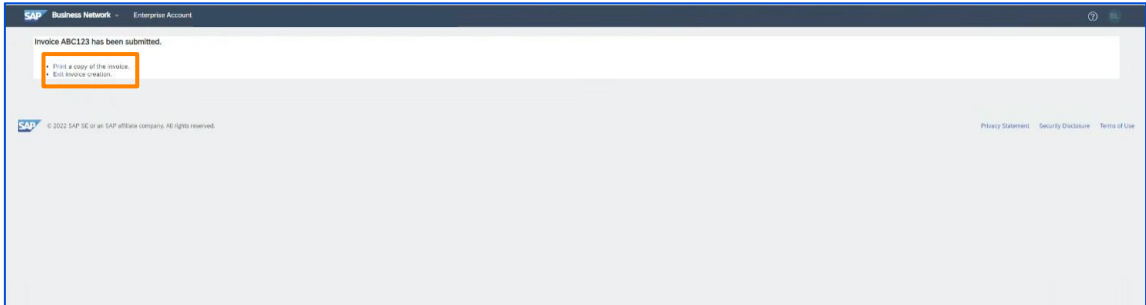
Previous | Save | **Invia** | Exit



**Nota: salvare** la fattura in qualsiasi momento durante la creazione della stessa per lavorarci successivamente. È possibile conservare le bozze di fattura per un massimo di 7 giorni.



## Metodi di invio delle fatture - Fattura tramite PO Flip (Servizi)



**Nota:** si riceverà una notifica di invio della fattura. È possibile fare clic sul pulsante **Stampa** per stampare la fattura o sul pulsante Esci per eseguire altre operazioni.





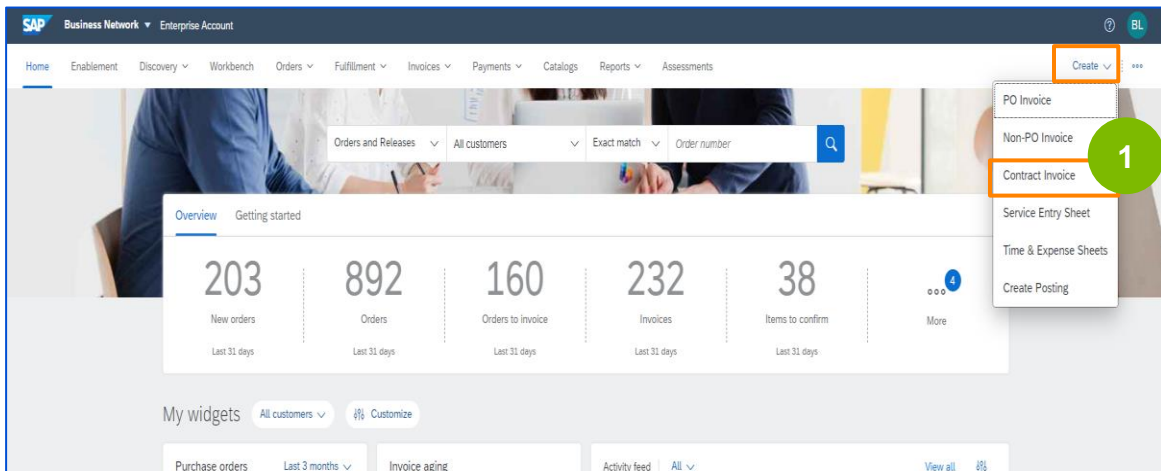
## Metodi di presentazione delle fatture - Fatture contrattuali

I seguenti passaggi sono destinati ai **Fornitori**  
**LyondellBasell**

## Metodi di presentazione delle fatture - Fatture a contratto

1

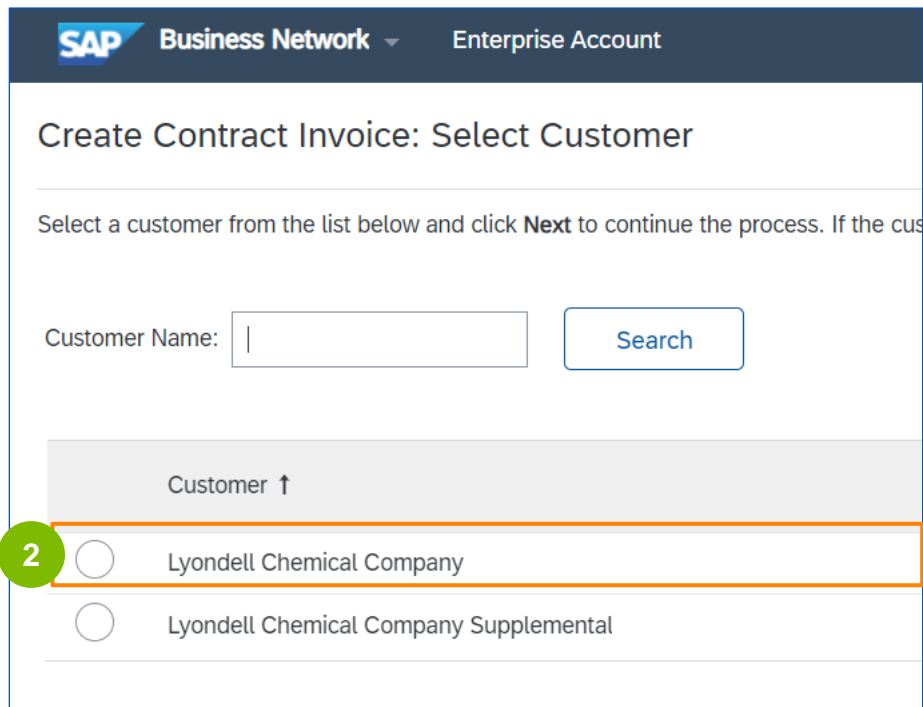
Nella home page di Ariba Network, selezionare **Crea > Fattura contrattuale** per creare una fattura contrattuale.



The screenshot shows the SAP Business Network home page. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Assessments'. A 'Create' button is highlighted in the top right corner. A dropdown menu is open, showing options: 'PO Invoice', 'Non-PO Invoice', 'Contract Invoice' (highlighted with a green circle and the number 1), 'Service Entry Sheet', 'Time & Expense Sheets', and 'Create Posting'. The main content area displays a dashboard with five key metrics: 'New orders' (203), 'Orders' (892), 'Orders to invoice' (160), 'Invoices' (232), and 'Items to confirm' (38). Below the dashboard, there are sections for 'My widgets' and 'Purchase orders'.

2

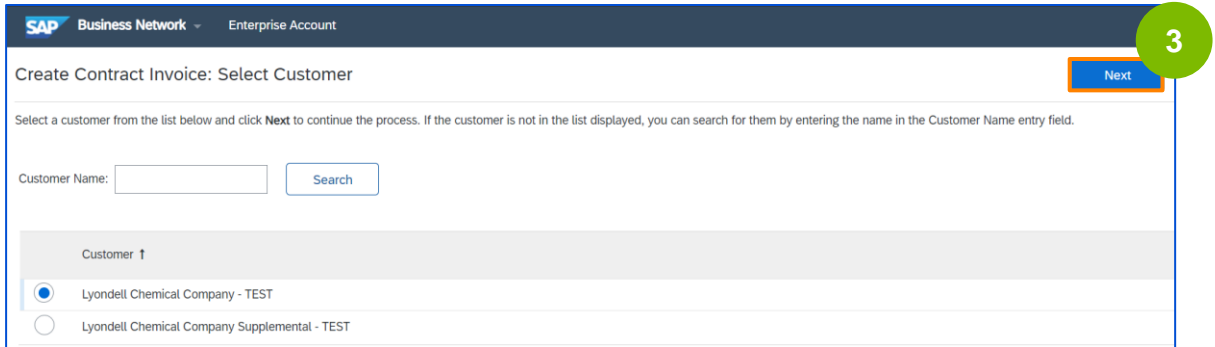
Viene visualizzato l'elenco dei clienti. Selezionare **LyondellBasell**.



The screenshot shows the 'Create Contract Invoice: Select Customer' screen. The title is 'Create Contract Invoice: Select Customer'. Below the title, there is a instruction: 'Select a customer from the list below and click **Next** to continue the process. If the cus...'. There is a search bar with the text 'Customer Name:' and a 'Search' button. Below the search bar, there is a list of customers. The first customer, 'Lyondell Chemical Company', is highlighted with an orange box and a green circle with the number 2. The second customer is 'Lyondell Chemical Company Supplemental'.

## Metodi di presentazione delle fatture - Fatture contrattuali

3 Fare clic su **Avanti** per procedere.



SAP Business Network - Enterprise Account

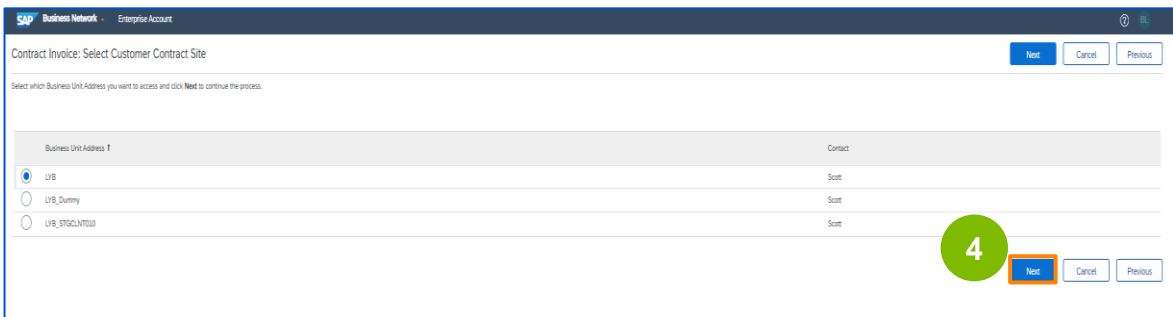
### Create Contract Invoice: Select Customer

Select a customer from the list below and click **Next** to continue the process. If the customer is not in the list displayed, you can search for them by entering the name in the Customer Name entry field.

Customer Name:

| Customer ↑                                                          |
|---------------------------------------------------------------------|
| <input checked="" type="radio"/> Lyondell Chemical Company - TEST   |
| <input type="radio"/> Lyondell Chemical Company Supplemental - TEST |

4 Selezionare la business unit desiderata e fare clic su **Avanti** per procedere.



SAP Business Network - Enterprise Account

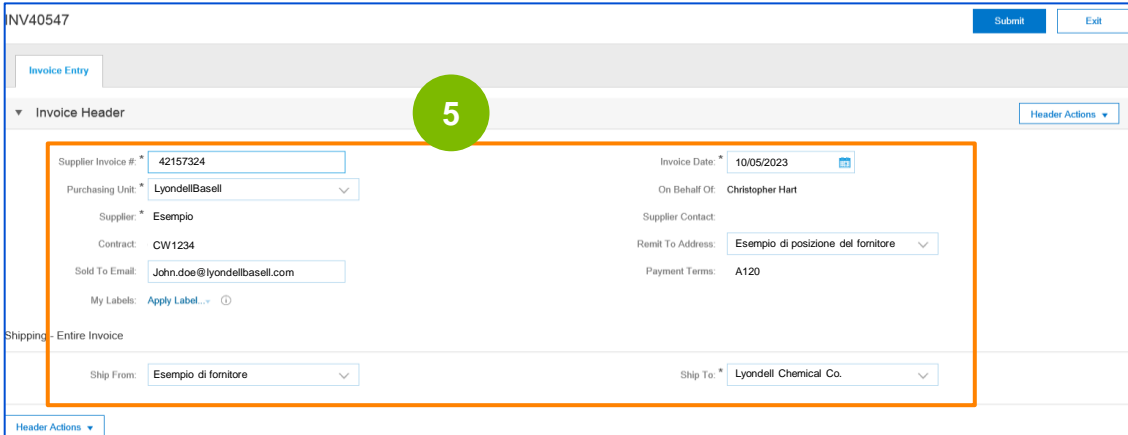
### Contract Invoice: Select Customer Contract Site

Select which Business Unit Address you want to access and click **Next** to continue the process.

| Business Unit Address ↑              | Contact |
|--------------------------------------|---------|
| <input checked="" type="radio"/> LYB | Scot    |
| <input type="radio"/> LYB_Dummy      | Scot    |
| <input type="radio"/> LYB_STGCLNT010 | Scot    |

## Metodi di presentazione delle fatture - Fatture contrattuali

5 Completare l'inserimento della fattura con tutti i campi contrassegnati dall'asterisco (\*).



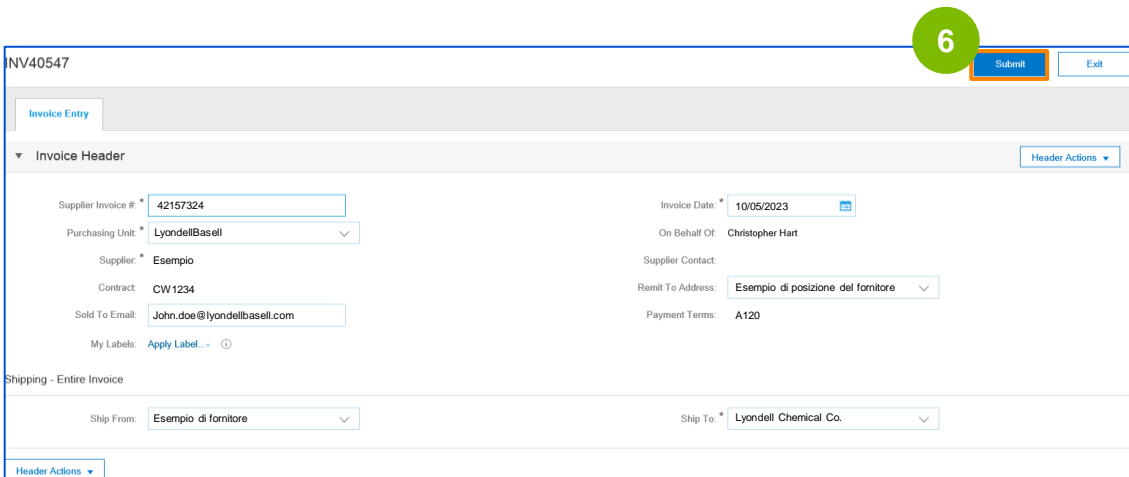
The screenshot shows the 'Invoice Entry' form for invoice NV40547. A red box highlights the 'Invoice Header' section, which contains the following fields:

|                      |                             |                  |                                    |
|----------------------|-----------------------------|------------------|------------------------------------|
| Supplier Invoice # * | 42157324                    | Invoice Date *   | 10/05/2023                         |
| Purchasing Unit *    | LyondellBasell              | On Behalf Of     | Christopher Hart                   |
| Supplier *           | Esempio                     | Supplier Contact |                                    |
| Contract             | CW1234                      | Remit To Address | Esempio di posizione del fornitore |
| Sold To Email        | John.doe@lyondellbasell.com | Payment Terms    | A120                               |
| My Labels            | Apply Label...              |                  |                                    |

Below the red box, the 'Shipping - Entire Invoice' section is visible, with the following fields:

|           |                      |           |                       |
|-----------|----------------------|-----------|-----------------------|
| Ship From | Esempio di fornitore | Ship To * | Lyondell Chemical Co. |
|-----------|----------------------|-----------|-----------------------|

6 Fare clic su **Invia** per generare la fattura.



The screenshot shows the same 'Invoice Entry' form as above, but with the 'Submit' button highlighted in a red box. The 'Invoice Header' section contains the following fields:

|                      |                             |                  |                                    |
|----------------------|-----------------------------|------------------|------------------------------------|
| Supplier Invoice # * | 42157324                    | Invoice Date *   | 10/05/2023                         |
| Purchasing Unit *    | LyondellBasell              | On Behalf Of     | Christopher Hart                   |
| Supplier *           | Esempio                     | Supplier Contact |                                    |
| Contract             | CW1234                      | Remit To Address | Esempio di posizione del fornitore |
| Sold To Email        | John.doe@lyondellbasell.com | Payment Terms    | A120                               |
| My Labels            | Apply Label...              |                  |                                    |

Below the red box, the 'Shipping - Entire Invoice' section is visible, with the following fields:

|           |                      |           |                       |
|-----------|----------------------|-----------|-----------------------|
| Ship From | Esempio di fornitore | Ship To * | Lyondell Chemical Co. |
|-----------|----------------------|-----------|-----------------------|



## Metodi di presentazione delle fatture - Memo di credito (livello di intestazione)

Le seguenti fasi sono destinate ai **Fornitori  
LyondellBasell**



## Metodi di presentazione delle fatture - Memo di credito (livello di intestazione)

1

Nella schermata iniziale di Ariba Network, selezionare la scheda Ordini per visualizzare un elenco di ordini di acquisto.

Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs Reports Assessments Create

Orders and Releases All customers Exact match Order number

Overview Getting started

207 New orders Last 31 days

972 Orders Last 31 days

163 Orders to invoice Last 31 days

239 Invoices Last 31 days

51 Items to confirm Last 31 days

More

My widgets All customers Customize



**Nota:** è possibile visualizzare l'elenco degli ordini di acquisto anche accedendo a **Workbench > Ordini**

Viene visualizzata la pagina dell'ordine di acquisto.

2

Cercare il PO desiderato che deve essere accreditato inserendo il numero del PO nel campo **Numeri d'ordine** e facendo clic su **Applica**.

Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs Reports Messages Assessments Create

Workbench

219 New orders Last 31 days

1 Orders Last 31 days

189 Orders to invoice Last 31 days

226 Invoices Last 31 days

87 Items to confirm Last 31 days

97 Items to ship Last 31 days

110 Service sheets Last 31 days

0 Planned documents

Orders (1)

Customers Order numbers Creation date Order status Company codes Purchasing organizations Customer locations

4200017968

Applica

| Order Number | Customer                         | Amount    | Date         | Routing Status | Version | Order Status | Amount Invoiced | Actions |
|--------------|----------------------------------|-----------|--------------|----------------|---------|--------------|-----------------|---------|
| 4200017968   | Lyondell Chemical Company - TEST | \$999 USD | Oct 20, 2023 | Set            | 1       | Changed      |                 | ...     |



## Metodi di presentazione delle fatture - Memo di credito (livello di intestazione)

3

Viene visualizzato l'ordine di acquisto desiderato.

Fare clic sul pulsante con l'ellissi (...) > **Crea nota di credito** per l'ordine desiderato per il quale si desidera creare una nota di credito.

4

**Completare le** informazioni sotto forma di nota di credito (l'importo e le tasse devono essere negativi). Assicurarsi che tutti i campi obbligatori (contrassegnati dall'asterisco \*) siano compilati.

Next
Exit

### Create Credit Memo

---

**Header Information**

Invoice #:\*

Invoice Date:\*

Supplier Account ID #:

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

Original PO #:

Customer Reference:

Supplier Reference:

---

**Adjustment**

Adjustment in Subtotal:  (Amount must be negative.)

Adjustment in Tax

| Tax Category | Tax Rate | Taxable Amt | Tax Location | Description |
|--------------|----------|-------------|--------------|-------------|
|              |          |             |              |             |

Adjustment in Special Handling:  (Amount must be negative.)

Adjustment in Shipping:  (Amount must be negative.)

---

**Attachments**

The total size of all attachments cannot exceed 10MB

Next
Exit



## Metodi di presentazione delle fatture - Memo di credito (livello di intestazione)

5

Fare clic su **Avanti** per procedere.

Adjustment

Adjustment in Subtotal:  (Amount must be negative.)

Adjustment in Tax

| Tax Category | Tax Rate | Taxable Amt | Tax Location | Description |
|--------------|----------|-------------|--------------|-------------|
|--------------|----------|-------------|--------------|-------------|

Adjustment in Special Handling:  (Amount must be negative.)

Adjustment in Shipping:  (Amount must be negative.)

Attachments

The total size of all attachments cannot exceed 10MB

**5**

6

Esaminare il promemoria di credito e fare clic sul pulsante **Invia** per inviare la fattura.

**Subtotal: \$-5.00 USD**

**Total Tax: \$0.00 USD**

**Total Gross Amount: \$-5.00 USD**

**Total Net Amount: \$-5.00 USD**

**Amount Due: \$-5.00 USD**

**6**





## **Metodi di presentazione delle fatture - Memo di credito (livello di riga)**

I seguenti passaggi sono destinati ai **Fornitori  
LyondellBasell**



## Metodi di presentazione delle fatture - Memo di credito (livello di riga)

1

Nell'ordine di acquisto desiderato, selezionare **Crea fattura > Nota di credito per voce di riga** per creare una nota di credito a livello di riga.

Purchase Order: 4405300393

Create Order Confirmation | Create Ship Notice | Create Service Sheet | **Create Invoice** | ...

Order Detail | Order History

1

Standard Invoice  
Credit Memo  
**Line-Item Credit Memo**

From: Lyondell Chemical Company  
1221 McKinney, Suite 300  
HOUSTON, TX 77032  
United States  
Phone:  
Fax:

To: LYB test 1 2020 - TEST  
271 N Shreve Dr  
Pittsburgh, PA 15213-5800  
United States  
Phone:  
Fax:  
Email: adam.aygar@sap.com

Purchase Order (Service)  
4405300393  
Amount: \$300.00 USD

Payment Terms: NET 60

Contact Information  
Supplier Address:  
CINTAS CORP  
PO BOX 832903  
CINCINNATI, OH 45263-2903  
United States  
Email: Linc@333@cintas.com  
Phone: +1 513-374-5800  
Fax: +1 800-788-4267

Purchasing Agent:  
BRITTANY VANRIGHT  
Email: brittanyvanright@lyondellbasell.com  
Phone: +1 281-452-8783

Other Information  
PurchaseOrg: OPER

Attachments  
@ PO 4405300393 VoIG.PDF (application/pdf; charset=UTF-8)

Incoterms Information  
Incoterms Code: FCA (Free Carrier - All)  
Incoterms Location: DESTINATION

Transport Terms Information  
Delivery Terms: Transport Condition  
Transport Terms: FCA-Free Carrier: All (FCA-Free Carrier: All)  
Transport Location: DESTINATION

Technical Support  
Therryn Roberson  
Email: THERRYN.ROBERSON@LYONDELLBASELL.COM

Routing Status: Acknowledged  
Related Documents: ABC123  
ABC123  
CSV1513  
Memo(5)

2

Viene visualizzata la pagina **Memo di riga**.

Selezionare la fattura desiderata e fare clic su **Crea nota di credito per riga** per procedere.

Line-Item Memo

Invoices (5)

| Invoice #  | Customer                         | Reference  | Subst. Method | Origin   | Self Billing | Source Doc | Date        | Amount       | Routing Status | Invoice Status   |
|------------|----------------------------------|------------|---------------|----------|--------------|------------|-------------|--------------|----------------|------------------|
| ABC123     | Lyondell Chemical Company - TEST | 4405300393 | Order         | Supplier | No           | Order      | 7 Dec 2023  | \$100.00 USD | On Hold        | Pending Approval |
| CSV1513    | Lyondell Chemical Company - TEST | 4405300393 | CSV Upload    | Supplier | No           | Order      | 17 Nov 2023 | \$300.00 USD | Acknowledged   | Sent             |
| CSV1514    | Lyondell Chemical Company - TEST | 4405300393 | CSV Upload    | Supplier | No           | Order      | 16 Nov 2023 | \$300.00 USD | Failed         | Rejected         |
| CSV1513    | Lyondell Chemical Company - TEST | 4405300393 | CSV Upload    | Supplier | No           | Order      | 16 Nov 2023 | \$300.00 USD | Failed         | Rejected         |
| 4405300393 | Lyondell Chemical Company - TEST | 4405300393 | Order         | Supplier | No           | Order      | 15 Nov 2023 | \$100.00 USD | Acknowledged   | Approved         |

Create Line-Item Credit Memo | Create Line-Item Debit Memo | Edit | Copy | Create Non-PD Invoice | Create Contract Invoice

2

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## Metodi di presentazione delle fatture - Memo di credito (livello di riga)

3

Viene visualizzata la pagina **Crea nota di riga**. Inserire il **numero di nota di credito** desiderato e la **data della nota di credito**.

SAP Business Network - Enterprise

Create Line-Item Credit Memo

Update Save Exit Next

Credit Memo Type

You are creating a Credit Memo with Price Adjustment

Invoice Header

Summary

Credit Memo ID: DM4405300393

Credit Memo Date: 7 Dec 2023

Original Invoice No: INV405300393

Original Invoice Date: 15 Nov 2023

Supplier Tax ID:

Remit To: PD BOX 630803

CINCINNATI, OH  
United States

Bill To: Lyondell Chemical Company

HOUSTON, TX  
United States

Tax

Header level tax Line level tax

Shipping

Header level shipping Line level shipping

Ship From: LYB test 1 2020 - TEST  
Pittsburgh, PA  
United States

Ship To: Lyondell Chemical Company  
Houston, TX  
United States

Deliver To:

Subtotal: \$-100.00 USD  
Total Tax: \$0.00 USD  
Amount Due: \$-100.00 USD

View/Edit Addresses

4

Scorrere verso il basso e aggiungere la **data di inizio** e la **data di fine del servizio** desiderate.

HOUSTON, TX  
United States

Tax

Header level tax Line level tax

Shipping

Header level shipping Line level shipping

Ship From: LYB test 1 2020 - TEST  
Pittsburgh, PA  
United States

Ship To: Lyondell Chemical Company  
Houston, TX  
United States

Deliver To:

Additional Fields

Supplier Account ID:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: LYB test 1 2020 - TEST  
Pittsburgh, PA  
United States

Customer: Lyondell Chemical Company  
HOUSTON, TX  
United States

Service Start Date: 7 Dec 2023

Service End Date: 14 Dec 2023

Supplier VAT

Supplier VAT Tax ID:

Customer VAT

Customer VAT Tax ID:

Comment

Reason for Credit Memo:

View/Edit Addresses



## Metodi di presentazione delle fatture - Memo di credito (livello di riga)

5

Inserite un motivo per la nota di credito come commento nel campo **Motivo della nota di credito**.

Comment

Reason for Credit Memo: Please feel free to add comments

Default Credit Memo Comment Text:

Add to Header

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options Tax Category: 9% Super Fund / superfund Discount Add to Included Lines

| No. | Include                             | Type    | Part # | Description | Customer Part # | Quantity | Unit | Unit Price   | Decrease in Unit Price | Subtotal      |
|-----|-------------------------------------|---------|--------|-------------|-----------------|----------|------|--------------|------------------------|---------------|
|     | <input checked="" type="checkbox"/> | SERVICE |        | TST SERVICE |                 | 1        | SU   | \$100.00 USD | \$-100.00 USD          | \$-100.00 USD |

Service Sheet Details Service Sheet #: INV4405300393 Service Line No.: 1

Service Period Service Start Date: 16 Nov 2023 Service End Date: 23 Nov 2023

Line Item Actions Delete

Update Save Exit **Next**

6

Scorrere verso il basso e aggiornare il **Prezzo unitario**, la **Data di inizio del servizio** e la **Data di fine del servizio**, se desiderato. Fare clic su **Avanti** per procedere.

Comment

Reason for Credit Memo: Please feel free to add comments

Default Credit Memo Comment Text:

Add to Header

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options Tax Category: 9% Super Fund / superfund Discount Add to Included Lines

| No. | Include                             | Type    | Part # | Description | Customer Part # | Quantity | Unit | Unit Price   | Decrease in Unit Price | Subtotal      |
|-----|-------------------------------------|---------|--------|-------------|-----------------|----------|------|--------------|------------------------|---------------|
|     | <input checked="" type="checkbox"/> | SERVICE |        | TST SERVICE |                 | 1        | SU   | \$100.00 USD | \$-100.00 USD          | \$-100.00 USD |

Service Sheet Details Service Sheet #: INV4405300393 Service Line No.: 1

Service Period Service Start Date: 16 Nov 2023 Service End Date: 23 Nov 2023

Line Item Actions Delete

Update Save Exit **Next**



**Nota:** il prezzo unitario sarà sempre negativo.



## Metodi di presentazione delle fatture - Memo di credito (livello di riga)

7

Esaminare la fattura per verificarne l'accuratezza nella pagina **Review (Revisione)**. Se non sono necessarie modifiche, fare clic su **Invia** per inviare la fattura a LyondellBasell.

SAP Business Network - Enterprise Account

Create Line-Item Credit Memo

Confirm and submit the line-item credit memo. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is United States. The document's destination country is United States. If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Line-Item Credit Memo

(Original Invoice No: INV4405300393)

|                                                                |                           |
|----------------------------------------------------------------|---------------------------|
| Credit Memo Number: CMA405300393                               | Subtotal: \$-100.00 USD   |
| Credit Memo Date: Thursday 7 Dec 2023 8:23:04 AM GMT-06:00     | Tax Tot: \$0.00 USD       |
| Original Invoice Number: INV4405300393                         | Amount Due: \$-100.00 USD |
| Original Invoice Date: Wednesday 15 Nov 2023 1:14 PM GMT-06:00 |                           |
| Original Purchase Order: 402590269                             |                           |
| Has Price Adjustment: Yes                                      |                           |

Start Date: 7 Dec 2023  
End Date: 14 Dec 2023

SERVICE PERIOD

|                                                                                  |                                                                                              |                                                                                                                |
|----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| <b>REMIT TO:</b><br>Date Invoice:<br>Postal Address:<br>PO BOX 430063            | <b>BILL TO:</b><br>Lyondell Chemical Company<br>Postal Address:<br>1222 McKinney, Suite 300  | <b>SUPPLIER:</b><br>LYB test 1 2020 - TEST<br>Postal Address:<br>271 N Shore Dr                                |
| <b>BILL FROM:</b><br>LYB test 1 2020 - TEST<br>Postal Address:<br>271 N Shore Dr | <b>CUSTOMER:</b><br>Lyondell Chemical Company<br>Postal Address:<br>1222 McKinney, Suite 300 | <b>WIRE PAYMENT TO BANK:</b><br>FIFTH THIRD BANK<br>Account Name: CREDIT CORPORATION<br>Account Type: Checking |

SHIPPING INFORMATION:

|                                                                |                                                                                      |
|----------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <b>SHIP FROM:</b><br>LYB test 1 2020 - TEST<br>Postal Address: | <b>SHIP TO:</b><br>Lyondell Chemical Company<br>Postal Address (Receiving Location): |
|----------------------------------------------------------------|--------------------------------------------------------------------------------------|



**Nota: salvare** la fattura in qualsiasi momento durante la creazione della stessa per lavorarci successivamente. È possibile conservare le bozze di fattura per un massimo di 7 giorni.

SAP Business Network - Enterprise Account

Invoice CMA405300393 has been submitted.

- Print a copy of the invoice
- End invoice creation

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**Nota:** si riceverà una notifica che indica che una fattura è stata inviata. È possibile fare clic sul pulsante **Stampa** per stampare la fattura o sul pulsante Esci per eseguire altre operazioni.



## Metodi di presentazione delle fatture - Copiare le fatture

Le seguenti fasi sono destinate ai **Fornitori**  
**LyondellBasell**



## Metodi di presentazione delle fatture - Copiare le fatture

1

Nella home page di Ariba Network, fare clic sulla scheda Workbench per visualizzare le fatture.

SAP Business Network Enterprise Account

Home Enablement Discovery **Workbench** Orders Fulfillment Invoices Payments Catalogs Reports Assessments Create

Orders and Releases All customers Exact match Order number

Overview Getting started

182 New orders Last 31 days

998 Orders Last 31 days

154 Orders to invoice Last 31 days

253 Invoices Last 31 days

40 Items to confirm Last 31 days

More

My widgets All customers Customize

Purchase orders Last 3 months Invoice aging Activity feed All View all

2

Viene visualizzata la pagina Workbench. Passare alla scheda **Fattura** e selezionare il pulsante Ellisse (...) per la fattura che si desidera copiare.

SAP Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs Reports Assessments Create

Workbench Customize

190 New orders Last 31 days

832 Orders Last 31 days

144 Orders to invoice Last 31 days

232 Invoices Last 31 days

39 Items to confirm Last 31 days

21 Items to ship Last 31 days

133 Service sheets Last 31 days

0 Pinned documents

Invoices (232)

Edit filter Save filter Last 31 days

Customers Select or type selections

Invoice number Type selection

Reference Type input

Invoice date Last 31 days

Partial match Exact match

Show more Apply Reset

| Type             | Invoice Number | Customer                         | Reference  | Source Document | Submission Method | Origin   | Invoiced Date | Amount     | Routing Status | Invoice Status | Actions |
|------------------|----------------|----------------------------------|------------|-----------------|-------------------|----------|---------------|------------|----------------|----------------|---------|
| Standard Invoice | 17415872       | Lyondell Chemical Company - TEST | 4404969104 | Order           | Online            | supplier | Oct 5, 2023   | \$1500 USD | Acknowledged   | Approved       | ...     |



## Metodi di presentazione delle fatture - Copiare le fatture

3 Viene visualizzato un menu a discesa. Selezionare **Copia** per procedere.

The screenshot shows the SAP Ariba Workbench interface. At the top, there are several key metrics: 190 New orders, 832 Orders, 144 Orders to invoice, 232 Invoices, 39 Items to confirm, 21 Items to ship, 133 Service sheets, and 0 Pinned documents. Below this is a section for 'Invoices (232)' with filters for 'Last 31 days'. A table of invoices is displayed, with the first row highlighted. A dropdown menu is open over the 'Copy' button in the 'Actions' column of the first row.

| Type             | Invoice Number | Customer                         | Reference  | Source Document | Submission Method | Origin   | Invoiced Date | Amount     | Routing Status | Invoice  | Actions |
|------------------|----------------|----------------------------------|------------|-----------------|-------------------|----------|---------------|------------|----------------|----------|---------|
| Standard Invoice | 17415872       | Lyondell Chemical Company - TEST | 4404969104 | Order           | Online            | supplier | Oct 5, 2023   | \$1500 USD | Acknowledged   | Approved | Copy    |

4 I campi saranno precompilati dalla fattura precedente, ad eccezione del numero di fattura. Inserire un nuovo numero di fattura e modificare gli altri campi come necessario.

The screenshot shows the 'Invoice: Copy of 17415872' screen in SAP Ariba. The 'Invoice Header' section is visible, with a 'Summary' tab selected. The 'Invoice ID' field is highlighted with a red box and a green circle containing the number 4. Other fields include 'Purchase Order', 'Invoice Date', 'Supplier Tax ID', 'Name to', 'Ship From', 'Ship To', 'Payment Term', and 'Additional Fields'.



**Nota:** per le righe IVA, accertarsi che la data di fornitura a livello di riga sia corretta. Se si desidera aggiungere delle lettere nel campo N. fattura, queste devono essere tutte maiuscole (maiuscole).





## Metodi di presentazione delle fatture - Copiare le fatture

5 Fare clic su **Avanti** per procedere.

Subtotal: \$1,500.00 USD  
Total Tax: \$0.00 USD  
Amount Due: \$1,500.00 USD

View/Edit Addresses

6 Esaminare la fattura per verificarne l'accuratezza nella pagina **Review (Revisione)**. Se non sono necessarie modifiche, fare clic su **Invia** per inviare la fattura a LyondellBasell.

Invoice: Copy of 4200017727

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is United States. The document's destination country is United States. If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: 754534345  
Invoice Date: Thursday 9 Oct 2023 4:29 PM GMT+05:30  
Original Purchase Order: 4200017727  
Subtotal: \$200.00 USD  
Total Tax: \$0.00 USD  
Amount Due: \$200.00 USD

SERVICE PERIOD  
Start Date: 11 Oct 2023  
End Date: 31 Oct 2023

| REMIT TO:                      | BILL TO:                                                                                                                                                         | SUPPLIER:              |
|--------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Sconosciuto<br>Postal Address: | ChannelView Equistar<br>Postal Address:<br>8281 Sheldon Road<br>ChannelView, TX 77530-2963<br>United States<br>Address ID: CHO<br>Phone (work): +1 (281) 4528888 | LYB test 1 2020 - TEST |

| BILL FROM:                                | CUSTOMER:                                                                                                                      | WIRE PAYMENT TO BANK:                                                                           |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| LYB test 1 2020 - TEST<br>Postal Address: | ChannelView Equistar<br>Postal Address:<br>8281 Sheldon Road<br>ChannelView, TX 77530-2963<br>United States<br>Address ID: CHO | FIFTH THIRD BANK<br>Account Name:<br>Account Type:<br>Branch Name:<br>Account ID:<br>SWIFT Code |



**Nota: salvare** la fattura in qualsiasi momento durante la creazione della stessa per lavorarci successivamente. È possibile conservare le bozze di fattura per un massimo di 7 giorni.



## Gestione delle fatture - Ricerca di una fattura

Le seguenti fasi sono destinate ai **Fornitori LyondellBasell**



## Gestione delle fatture - Ricerca di una fattura

- 1 Dalla scheda **Home**, selezionare **Fatture** nel tipo di documento da cercare.

SAP Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs Reports Assessments Create

Invoices Lyondell Chemical Compar Exact match

Overview Getting started

|                                   |                               |                                          |                                 |                                        |      |
|-----------------------------------|-------------------------------|------------------------------------------|---------------------------------|----------------------------------------|------|
| 193<br>New orders<br>Last 31 days | 840<br>Orders<br>Last 31 days | 146<br>Orders to invoice<br>Last 31 days | 234<br>Invoices<br>Last 31 days | 39<br>Items to confirm<br>Last 31 days | More |
|-----------------------------------|-------------------------------|------------------------------------------|---------------------------------|----------------------------------------|------|

My widgets All customers Customize

Purchase orders Last 3 months

€2.02M EUR

Invoice aging

€664K EUR

Activity feed All View all

Invoice paid Oct 05, 2023 | 04:42 PM | Lyondell Chemical Compan...  
82509310 \$1,500.00 USD

- 2 Selezionare **LyondellBasell** dal menu a discesa Cliente.

SAP Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs Reports Assessments Create

Invoices Lyondell Chemical Compar Invoice Number

Overview Getting started

|                                   |                               |                                          |                                 |                                        |      |
|-----------------------------------|-------------------------------|------------------------------------------|---------------------------------|----------------------------------------|------|
| 193<br>New orders<br>Last 31 days | 840<br>Orders<br>Last 31 days | 146<br>Orders to invoice<br>Last 31 days | 234<br>Invoices<br>Last 31 days | 39<br>Items to confirm<br>Last 31 days | More |
|-----------------------------------|-------------------------------|------------------------------------------|---------------------------------|----------------------------------------|------|

My widgets All customers Customize

Purchase orders Last 3 months

€2.02M EUR

Invoice aging

€664K EUR

Activity feed All View all

Invoice paid Oct 05, 2023 | 04:42 PM | Lyondell Chemical Compan...  
82509310 \$1,500.00 USD



## Gestione delle fatture - Ricerca di una fattura

3 Inserire il numero di fattura desiderato.

The screenshot shows the SAP Business Network interface. At the top, there is a navigation menu with options like Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Assessments. Below the navigation, there is a search bar with the text "Invoices" and "Lyondell Chemical Compar" selected. The search criteria are set to "Exact match" and the invoice number "11221654" is entered. A green circle with the number "3" highlights the search bar. Below the search bar, there is a dashboard with several widgets. The first widget shows "Overview" with "Getting started" and five metrics: "193 New orders", "840 Orders", "146 Orders to invoice", "234 Invoices", and "39 Items to confirm". Below this, there are "My widgets" including "Purchase orders" (€2.02M EUR), "Invoice aging" (€664K EUR), and "Activity feed" (Invoice paid Oct 05, 2023 | 04:42 PM | Lyondell Chemical Compan... \$1,500.00 USD).

4 Fare clic sul pulsante **Cerca** per visualizzare i risultati della ricerca.

The screenshot shows the same SAP Business Network interface as above. The search bar still contains the invoice number "11221654". A green circle with the number "4" highlights the search button (magnifying glass icon) to the right of the search bar. The rest of the dashboard and widgets are identical to the previous screenshot.



## Gestione delle fatture - Ricerca di una fattura

5

Viene visualizzata la fattura desiderata. Selezionare il numero della fattura per visualizzarne i dettagli.

**Invoices**

Search Filters

Customer: Lyondell Chemical Company - TEST

Invoice Number: 11221654

Partial number  Exact number

Search Reset

**Invoices (1)**

| Invoice # | Customer                         | Reference  | Submit Method | Origin   | Self Billing | Source Doc | Date        | Amount       | Routing Status | Invoice Status   |
|-----------|----------------------------------|------------|---------------|----------|--------------|------------|-------------|--------------|----------------|------------------|
| 11221654  | Lyondell Chemical Company - TEST | 4404965929 | Online        | Supplier | No           | Order      | 11 Jul 2023 | \$100.00 USD | On Hold        | Pending Approval |

Create Line-Item Credit Memo Create Line-Item Debit Memo Edit Copy Create Non-PO Invoice Create Contract Invoice

5

**Invoice: 11221654**

Copy This Invoice Print Download PDF Export cXML

Detail Scheduled Payments History

**Standard Invoice**

Status: Invoice: Pending Approval  
Routing: On Hold

Subtotal: \$100.00 USD  
Total Tax: \$0.00 USD  
Amount Due: \$100.00 USD

Invoice Number: 11221654  
Invoice Date: Tuesday 11 Jul 2023 6:51 PM GMT+05:30  
Original Purchase Order: 4404965929  
Submission Method: Online  
Origin: Supplier  
Source Document: Order

**SERVICE PERIOD**

Start Date: 11 Jul 2023  
End Date: 11 Jul 2023

**REMIT TO:**  
Scenosciuto  
Postal Address:  
PO BOX 630803  
CINCINNATI, OH 45263-0803  
United States

**BILL TO:**  
Lyondell Chemical Company  
Postal Address:  
1221 McKinney, Suite 300  
HOUSTON, TX 77010  
United States  
Address ID: 130

**SUPPLIER:**  
LYB test 1 2020 - TEST  
Postal Address:  
271 N Shore Dr  
Pittsburgh, PA 15212-5860  
United States



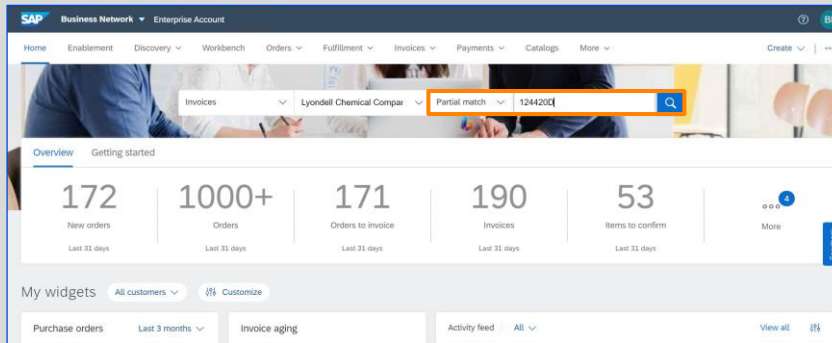
**Nota:** vengono visualizzati i dettagli della fattura desiderata.



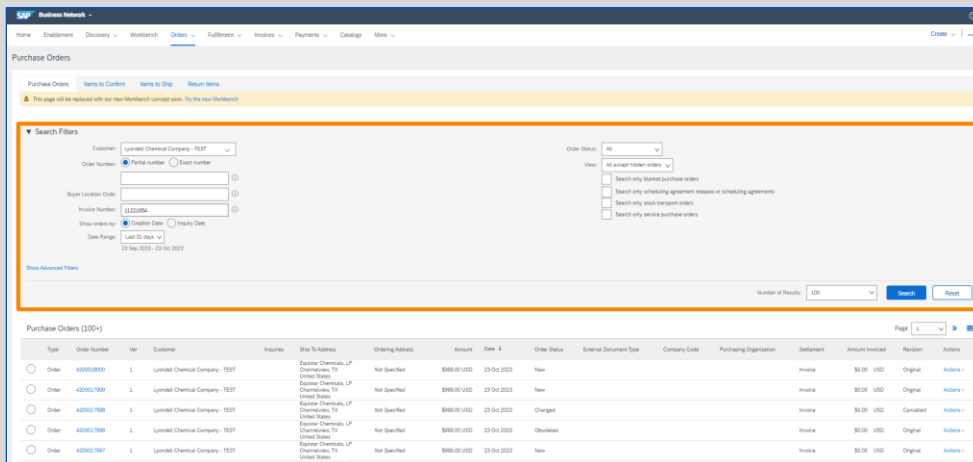
## Gestione delle fatture - Ricerca di una fattura



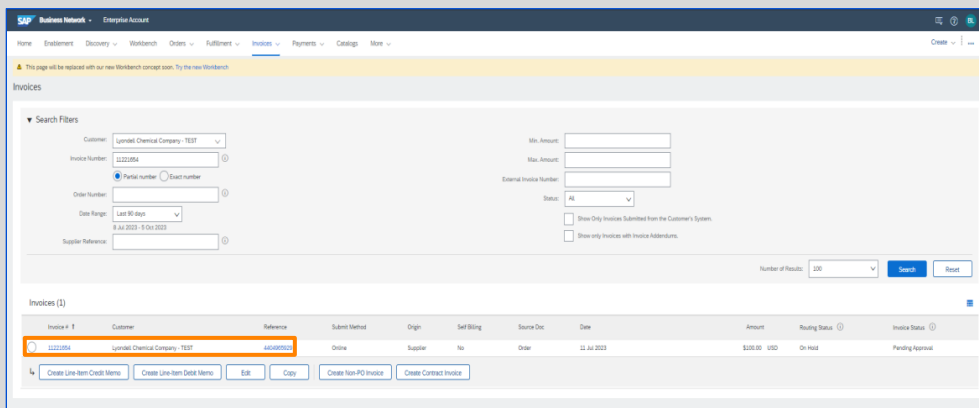
**Nota:** se non si conosce il numero esatto della fattura, è possibile selezionare una corrispondenza parziale nel menu a discesa e fare clic su Cerca.



Selezionare i filtri di ricerca desiderati per ottenere risultati raffinati e fare clic su Cerca.



Viene visualizzata la fattura desiderata. È possibile fare clic sul numero della fattura per visualizzare ulteriori dettagli.





## **Gestione delle fatture - Controllare lo stato delle fatture**

I seguenti passaggi sono destinati ai **Fornitori LyondellBasell**



## Gestione delle fatture - Controllare lo stato delle fatture

1

Nella home page di Ariba Network, selezionare la scheda **Workbench** per visualizzare un elenco di fatture.

SAP Business Network Enterprise Account

Home Enablement Discovery **Workbench** Orders Fulfillment Invoices Payments Catalogs Reports Assessments Create

Invoices Lyondell Chemical Compar Exact match

Overview Getting started

193 New orders Last 31 days

840 Orders Last 31 days

146 Orders to invoice Last 31 days

234 Invoices Last 31 days

39 Items to confirm Last 31 days

My widgets All customers Customize

Purchase orders Last 3 months €2.02M EUR

Invoice aging €664K EUR

Activity feed All View all

Invoice paid Oct 05, 2023 10:42 PM | Lyondell Chemical Compan... 82509310 \$1,500.00 USD

2

Viene visualizzata la scheda Workbench. Selezionare **Fatture** per visualizzare un elenco di fatture con il relativo **Routing e Stato della fattura**.

SAP Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs Reports Assessments Create

Workbench

208 New orders Last 31 days

984 Orders Last 31 days

163 Orders to invoice Last 31 days

241 Invoices Last 31 days

51 Items to confirm Last 31 days

78 Items to ship Last 31 days

135 Service sheets Last 31 days

0 Pinned documents

Invoices (241)

Customers Invoice number Reference Invoice date Invoice type

| Type             | Invoice Number | Customer                         | Reference  | Source Document | Submission Method | Origin   | Invoiced Date | Amount    | Routing Status | Invoice Status   | Self Billing | Actions |
|------------------|----------------|----------------------------------|------------|-----------------|-------------------|----------|---------------|-----------|----------------|------------------|--------------|---------|
| Standard Invoice | 85043546       | Lyondell Chemical Company - TEST | 4404969229 | Order           | Online            | supplier | Oct 9, 2023   | \$150 USD | Acknowledged   | Approved         | No           | ...     |
| Standard Invoice | 79894255       | Lyondell Chemical Company - TEST | 4404969225 | Order           | Online            | supplier | Oct 9, 2023   | \$100 USD | Acknowledged   | Paid             | No           | ...     |
| Standard Invoice | 79779730       | Lyondell Chemical Company - TEST | 4404969221 | Order           | Online            | supplier | Oct 9, 2023   | \$150 USD | Acknowledged   | Approved         | No           | ...     |
| Standard Invoice | 19299539       | Lyondell Chemical Company - TEST | 4404969222 | Order           | Online            | supplier | Oct 9, 2023   | \$150 USD | On Hold        | Pending Approval | No           | ...     |
| Standard Invoice | 56003438       | Lyondell Chemical Company - TEST | 4404969219 | Order           | Online            | supplier | Oct 9, 2023   | \$150 USD | On Hold        | Pending Approval | No           | ...     |
| Standard Invoice | 816404969209   | Lyondell Chemical Company - TEST | 4404969209 | Order           | Online            | supplier | Oct 7, 2023   | \$100 USD | On Hold        | Pending Approval | No           | ...     |
| Standard Invoice | 816456         | Lyondell Chemical Company - TEST | 4404969205 | Order           | Online            | supplier | Oct 7, 2023   | \$80 USD  | Acknowledged   | Approved         | No           | ...     |
| Standard Invoice | 81621780       | Lyondell Chemical Company - TEST | 4300017769 | Order           | Online            | supplier | Oct 9, 2023   | \$15 USD  | Acknowledged   | Approved         | No           | ...     |

**Nota:** è possibile affinare la ricerca anche in base al numero di fattura.





## Gestione delle fatture - Controllare lo stato delle fatture



### Nota:

Se avete configurato le notifiche di fatturazione, riceverete le e-mail relative alle modifiche dello stato della fattura. È possibile controllare lo stato della fattura selezionando il link alla fattura all'interno dell'e-mail o accedendo direttamente ad Ariba Network utilizzando le istruzioni di ricerca.

---

**Lo stato di instradamento** riflette lo stato di trasmissione della fattura a LyondellBasell attraverso la rete Ariba.

- **Obsoleted** - La fattura è stata annullata
- **Fallito** - La fattura non è riuscita a raggiungere LyondellBasell. Questo potrebbe essere dovuto alle regole di fatturazione; controllare la scheda Cronologia per trovare il motivo del rifiuto.
- **In coda** - Ariba Network ha ricevuto la fattura ma non l'ha ancora elaborata.
- **Inviato** - Ariba Network ha inviato la fattura a una coda. La fattura è in attesa di essere ritirata dal cliente.
- **Riconosciuto** - L'applicazione di fatturazione di LyondellBasell ha confermato la ricezione della fattura.

---

**Lo Stato della fattura** riflette lo stato specifico della fattura.

- **Inviata** - L'applicazione di fatturazione di LyondellBasell ha ricevuto la fattura, ma non l'ha ancora verificata rispetto agli ordini di acquisto e alle ricevute.
- **Approvato** - LyondellBasell ha verificato la fattura rispetto agli ordini di acquisto e alle ricevute e l'ha approvata per il pagamento.
- **Pagato** - LyondellBasell ha pagato la fattura o sta per emettere il pagamento.
- **Rifiutata** - LyondellBasell ha rifiutato la fattura o la fattura non è stata convalidata dalla rete Ariba.
- **Fallito** - La rete Ariba ha riscontrato un problema nell'instradamento della fattura.

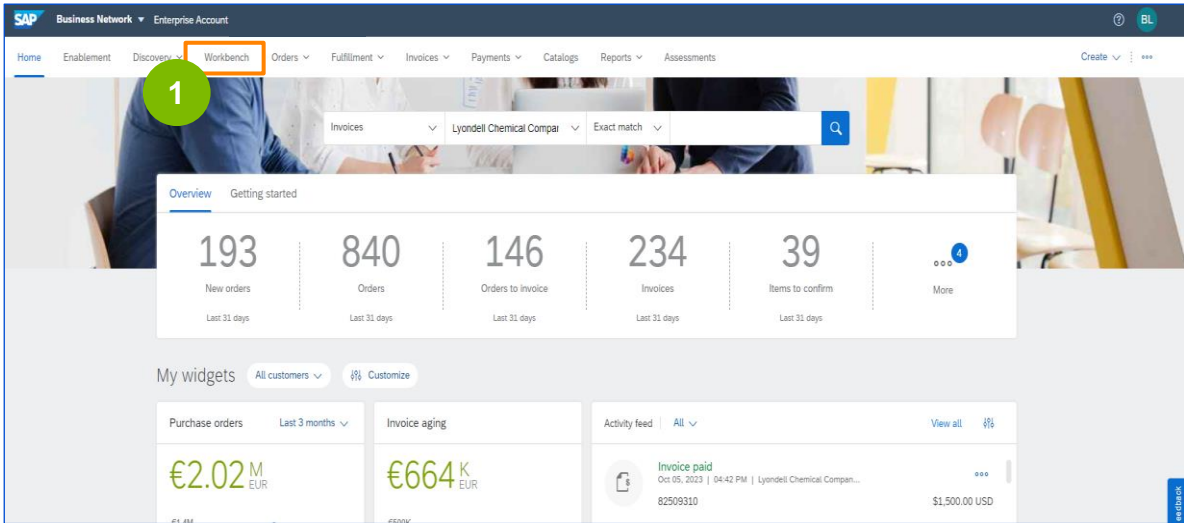


## **Gestione delle fatture - Controllare lo stato dei pagamenti**

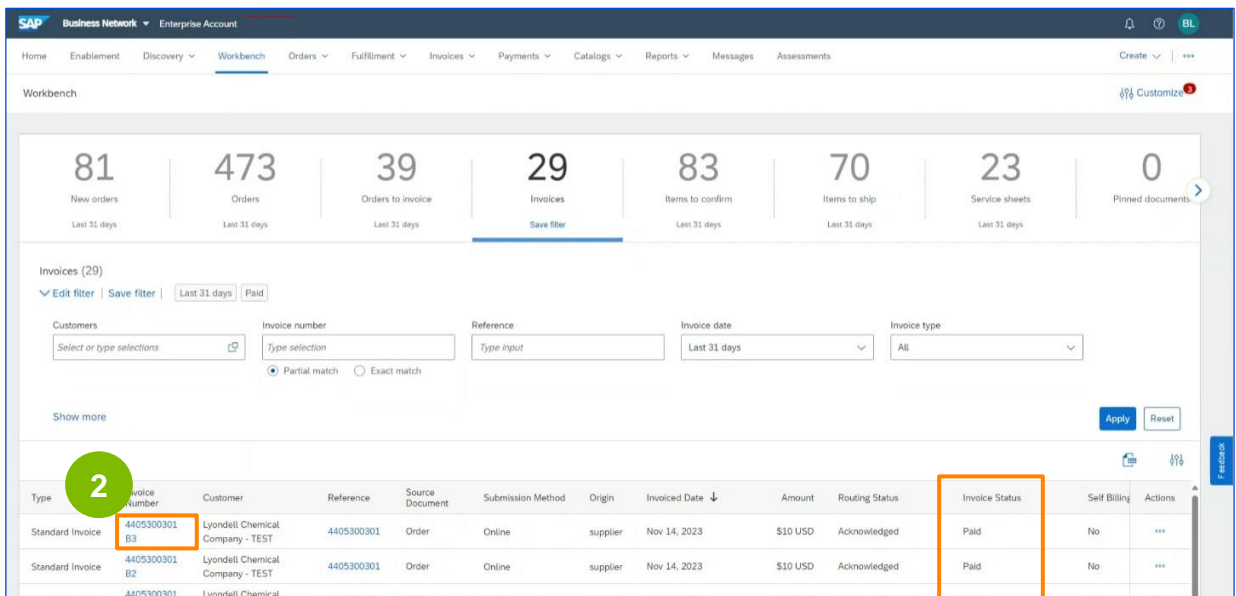
I seguenti passaggi sono destinati ai **Fornitori LyondellBasell**

## Gestione delle fatture - Controllare lo stato dei pagamenti

1 Nella home page di Ariba Network, selezionare la scheda **Workbench** per visualizzare un elenco di fatture.



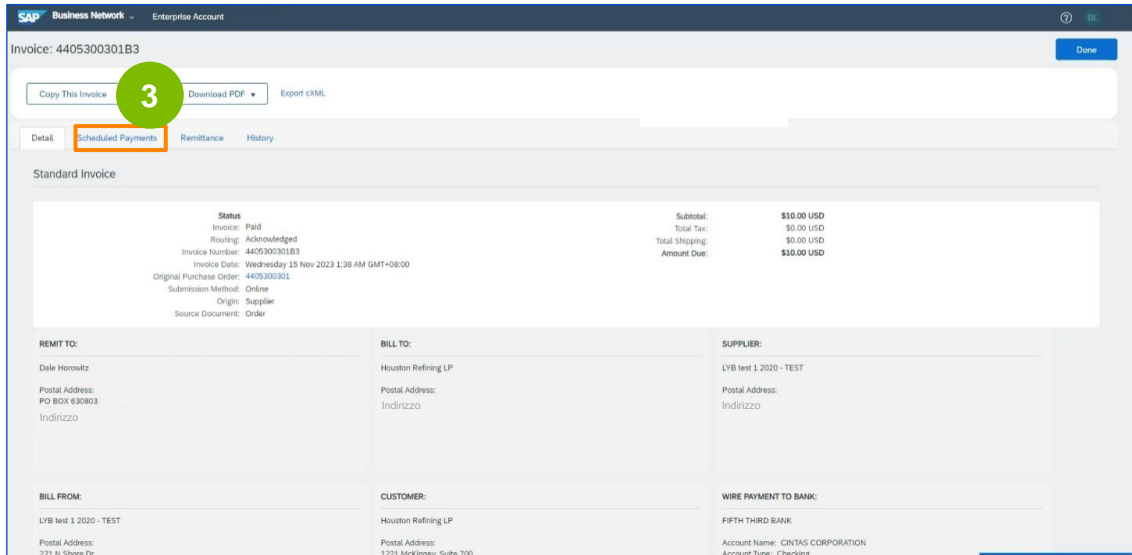
2 Viene visualizzata la scheda Workbench. Selezionare il numero di fattura per visualizzare i dettagli del pagamento della fattura. Assicurarsi che lo stato della fattura sia impostato su Pagato.



| Type             | Invoice Number | Customer                         | Reference  | Source Document | Submission Method | Origin   | Invoiced Date | Amount   | Routing Status | Invoice Status | Self Billing | Actions |
|------------------|----------------|----------------------------------|------------|-----------------|-------------------|----------|---------------|----------|----------------|----------------|--------------|---------|
| Standard Invoice | 4405300301 B3  | Lyondell Chemical Company - TEST | 4405300301 | Order           | Online            | supplier | Nov 14, 2023  | \$10 USD | Acknowledged   | Paid           | No           | ...     |
| Standard Invoice | 4405300301 B2  | Lyondell Chemical Company - TEST | 4405300301 | Order           | Online            | supplier | Nov 14, 2023  | \$10 USD | Acknowledged   | Paid           | No           | ...     |

## Gestione delle fatture - Controllare lo stato dei pagamenti

**3** Vengono visualizzati i dettagli della fattura. Fare clic sulla scheda **Pagamenti programmati** per visualizzare il calendario dei pagamenti imminenti.



Invoice: 4405300301B3

Copy This Invoice **3** Download PDF Export cXML

Detail **Scheduled Payments** Remittance History

Standard Invoice

|                                                       |                            |
|-------------------------------------------------------|----------------------------|
| Status: Invoice: Paid                                 | Subtotal: \$10.00 USD      |
| Routing: Acknowledged                                 | Total Tax: \$0.00 USD      |
| Invoice Number: 4405300301B3                          | Total Shipping: \$0.00 USD |
| Invoice Date: Wednesday 15 Nov 2023 1:38 AM GMT+08:00 | Amount Due: \$10.00 USD    |
| Original Purchase Order: 4405300301                   |                            |
| Submission Method: Online                             |                            |
| Origin: Supplier                                      |                            |
| Source Document: Order                                |                            |

REMIT TO: Dale Horowitz  
Postal Address: PO BOX 630803  
Indirizzo

BILL TO: Houston Refining LP  
Postal Address: Indirizzo

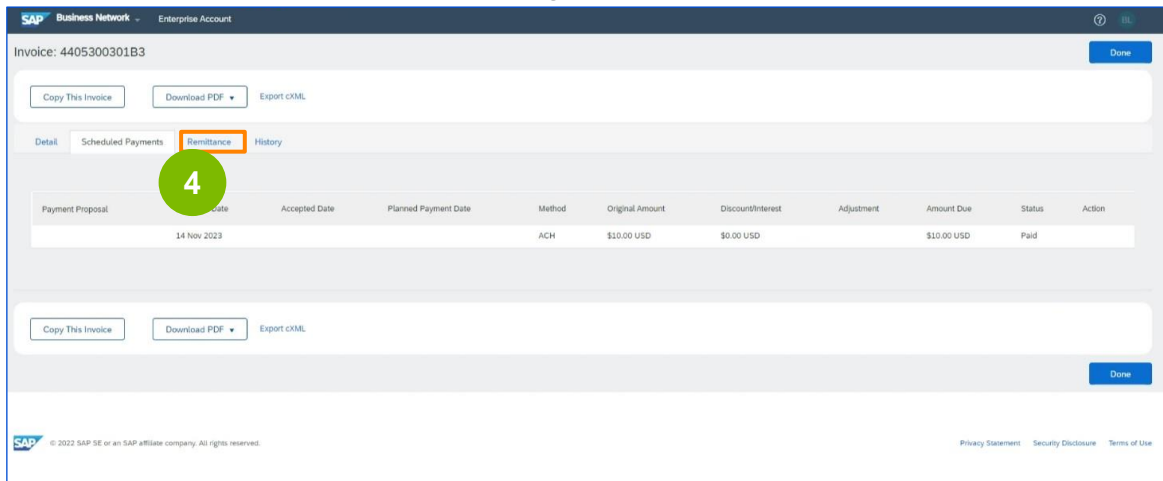
SUPPLIER: LYB test 1 2020 - TEST  
Postal Address: Indirizzo

BILL FROM: LYB test 1 2020 - TEST  
Postal Address: 721 N. Shore Dr.

CUSTOMER: Houston Refining LP  
Postal Address: 1721 Mockliney, Suite 700

WIRE PAYMENT TO BANK: FIFTH THIRD BANK  
Account Name: CINTAS CORPORATION  
Account Type: Checking

**4** Viene visualizzata la scheda Pagamenti programmati. Qui è possibile visualizzare i dettagli e lo stato del pagamento. Fare clic sulla scheda **Rimessa** per visualizzare i dettagli della rimessa.



Invoice: 4405300301B3

Copy This Invoice Download PDF Export cXML

Detail **Scheduled Payments** **Remittance** History

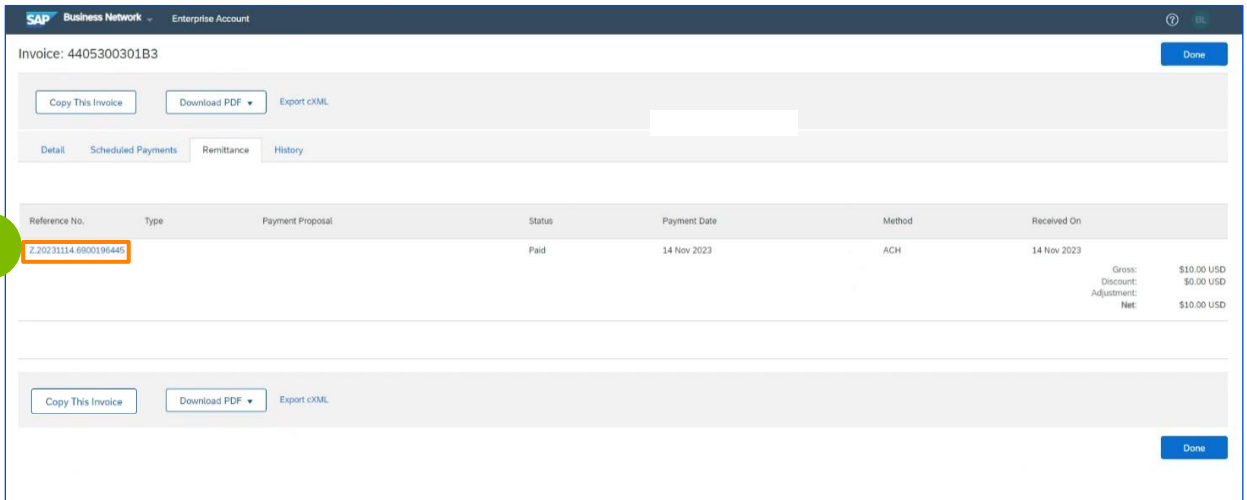
| Payment Proposal | Date        | Accepted Date | Planned Payment Date | Method | Original Amount | Discount/Interest | Adjustment | Amount Due  | Status | Action |
|------------------|-------------|---------------|----------------------|--------|-----------------|-------------------|------------|-------------|--------|--------|
|                  | 14 Nov 2023 |               |                      | ACH    | \$10.00 USD     | \$0.00 USD        |            | \$10.00 USD | Paid   |        |

Copy This Invoice Download PDF Export cXML

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## Gestione delle fatture - Controllare lo stato dei pagamenti

**5** Vengono visualizzati i dettagli della rimessa. Fare clic sul **numero di riferimento** per visualizzare i dettagli del pagamento.



Invoice: 4405300301B3

Copy This Invoice Download PDF Export cXML

Detail Scheduled Payments Remittance History

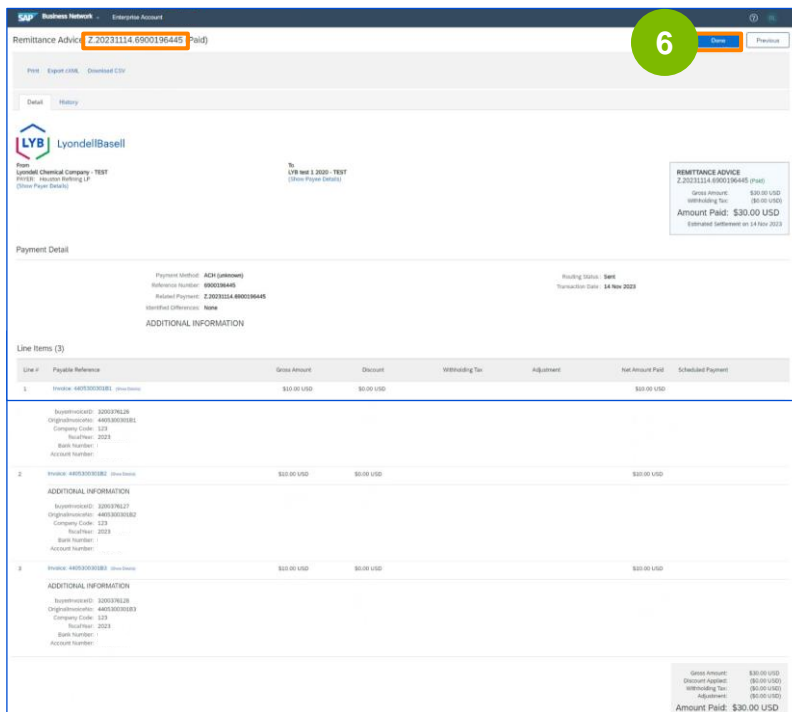
| Reference No.         | Type | Payment Proposal | Status | Payment Date | Method | Received On |
|-----------------------|------|------------------|--------|--------------|--------|-------------|
| 2.20231114.6900196445 |      |                  | Paid   | 14 Nov 2023  | ACH    | 14 Nov 2023 |

Gross: \$10.00 USD  
Discount: \$0.00 USD  
Adjustment: \$0.00 USD  
Net: \$10.00 USD

Copy This Invoice Download PDF Export cXML

Done

**6** Vengono visualizzati i dettagli della rimessa. Scorrere verso il basso per visualizzare le voci e fare clic su **Fine** per uscire.



Remittance Advice 2.20231114.6900196445 (paid)

Print Export CSV Download CSV

Detail History

**LYB** LyondellBasell

From: Lyondell Chemical Company - TEST  
To: LYB NW 1 2023 - TEST

REMITTANCE ADVICE  
2.20231114.6900196445 (paid)  
Gross Amount: \$30.00 USD  
Withholding Tax: \$0.00 USD  
Amount Paid: \$30.00 USD  
Estimated Settlement on: 14 Nov 2023

Payment Detail

Payment Method: ACH (payment)  
Reference Number: 6900396445  
Payment Payment: 2.20231114.6900196445  
Identified Collection: None

Reading Status: Sent  
Transaction Date: 14 Nov 2023

ADDITIONAL INFORMATION

Line Items (3)

| Line # | Payable Reference               | Gross Amount | Discount   | Withholding Tax | Adjustment | Net Amount Paid | Scheduled Payment |
|--------|---------------------------------|--------------|------------|-----------------|------------|-----------------|-------------------|
| 1      | Invoice: 4405300301B3 (Invoice) | \$30.00 USD  | \$0.00 USD |                 |            | \$30.00 USD     |                   |
| 2      | Invoice: 4405300301B2 (Invoice) | \$30.00 USD  | \$0.00 USD |                 |            | \$30.00 USD     |                   |
| 3      | Invoice: 4405300301B3 (Invoice) | \$30.00 USD  | \$0.00 USD |                 |            | \$30.00 USD     |                   |

Gross Amount: \$30.00 USD  
Discount Applied: \$0.00 USD  
Withholding Tax: \$0.00 USD  
Adjustment: \$0.00 USD  
Amount Paid: \$30.00 USD

**Nota:** il numero dell'avviso di rimessa combina la data di compensazione e il numero di compensazione. I primi otto numeri sono l'anno, il mese e la data, seguiti dal numero di compensazione.

## Gestione delle fatture - Controllare lo stato dei pagamenti



**Nota:** è possibile visualizzare un elenco di tutte le rimesse in blocco andando su **Fatture > Rimesse**.

| Invoice Number | Customer                         | Reference  | Invoiced Date | Amount       | Routing Status | Invoice Status | From address                                | To address                            | Actions |
|----------------|----------------------------------|------------|---------------|--------------|----------------|----------------|---------------------------------------------|---------------------------------------|---------|
| INV4405300309C | Lyondell Chemical Company - TEST | 4405300309 | Nov 14, 2023  | \$390000 USD | Acknowledged   | Approved       | LYB test 1 2020 - TEST, Pittsburgh, PA, USA | Houston Refining LP, HOUSTON, TX, USA | ...     |
| INV4405300309B | Lyondell Chemical Company - TEST | 4405300309 | Nov 14, 2023  | \$390000 USD | Acknowledged   | Approved       | LYB test 1 2020 - TEST, Pittsburgh, PA, USA | Houston Refining LP, HOUSTON, TX, USA | ...     |

Viene visualizzato un elenco di tutte le rimesse.

| Transaction           | Customer                         | Payment Date | Account ID | Method | Reference Number | Gross     | Discount | Adjustment | Net       | Status | Routing Status | Difference |
|-----------------------|----------------------------------|--------------|------------|--------|------------------|-----------|----------|------------|-----------|--------|----------------|------------|
| Z.20231114.6900196445 | Lyondell Chemical Company - TEST | Nov 14, 2023 |            | ACH    | 6900196445       | \$30 USD  | \$0 USD  | \$0 USD    | \$30 USD  | Paid   | Sent           |            |
| Z.20231114.6900196444 | Lyondell Chemical Company - TEST | Nov 14, 2023 |            | ACH    | 6900196444       | \$300 USD | \$0 USD  | \$0 USD    | \$300 USD | Paid   | Sent           |            |
| Z.20231114.690019644  | Lyondell Chemical Company - TEST | Nov 14, 2023 |            | ACH    | 6900196443       | \$800 USD | \$0 USD  | \$0 USD    | \$800 USD | Paid   | Sent           |            |



## Gestione delle fatture - Cronologia delle fatture

I seguenti passaggi sono destinati ai **Fornitori LyondellBasell**



## Gestione delle fatture - Cronologia delle fatture

1

Aprire la fattura desiderata per la quale si desidera visualizzare lo storico delle fatture. Fare clic sulla scheda **Cronologia** per procedere.

SAP Business Network - Enterprise Account

Invoice: 10060220

Copy This Invoice Print Download PDF Export cXML

Detail Scheduled Payments **History**

Standard Invoice

Status  
Invoice: Paid  
Routing: Acknowledged  
Invoice Number: 10060220  
Invoice Date: Wednesday 20 Sep 2023 2:32 PM GMT+01:00  
Original Purchase Order: 4404968201  
Submission Method: Online  
Origin: Supplier  
Source Document: Order

SERVICE PERIOD  
Start Date : 20 Sep 2023  
End Date : 20 Sep 2023

2

Viene visualizzata la pagina Cronologia fatture con la cronologia e i commenti sullo stato della fattura. Rivedere i dettagli e fare clic su **Fine** per uscire.

Invoice: 10060220

Copy This Invoice Download PDF Export cXML

Detail Scheduled Payments **History**

Invoice: 10060220  
Invoice Status: Paid  
Received By: SAP Business Network On: 20 Sep 2023 6:57:25 PM GMT+05:30  
Submitted By: Bradley Lapp

To: Lyondell Chemical Company - TEST  
Routing Status: Acknowledged

| Status       | Comments                                                                                          | Changed By                    | Date and Time          |
|--------------|---------------------------------------------------------------------------------------------------|-------------------------------|------------------------|
| On Hold      | The invoice was successfully received.                                                            | LYB test 1 2020 - TEST        | 20 Sep 2023 6:57:29 PM |
|              | cXML InvoiceDetailRequest queued                                                                  | Supplier                      | 20 Sep 2023 6:57:32 PM |
|              | Invoice date automatically changed to 2023-09-20T14:32:01+01:00 after service sheet approval      | PropagatorProcessor-109548034 | 20 Sep 2023 7:02:01 PM |
|              | The invoice status has been successfully updated to approved by Lyondell Chemical Company - TEST. | PropagatorProcessor-109548034 | 20 Sep 2023 7:02:02 PM |
| Queued       |                                                                                                   | Supplier                      | 20 Sep 2023 7:02:02 PM |
|              | Comments from Lyondell Chemical Company - TEST: Success                                           | PropagatorProcessor-109542010 | 20 Sep 2023 7:02:54 PM |
| Acknowledged |                                                                                                   | Supplier                      | 20 Sep 2023 7:02:55 PM |
|              | The invoice status has been successfully updated to Approved by Lyondell Chemical Company - TEST. | PropagatorProcessor-109523038 | 20 Sep 2023 7:06:54 PM |
|              | The invoice status has been successfully updated to Paid by Lyondell Chemical Company - TEST.     | PropagatorProcessor-109548036 | 20 Sep 2023 7:13:12 PM |

Copy This Invoice Download PDF Export cXML

Done



**Nota:** la cronologia delle transazioni può essere utilizzata per determinare i problemi relativi alle transazioni non riuscite o rifiutate.





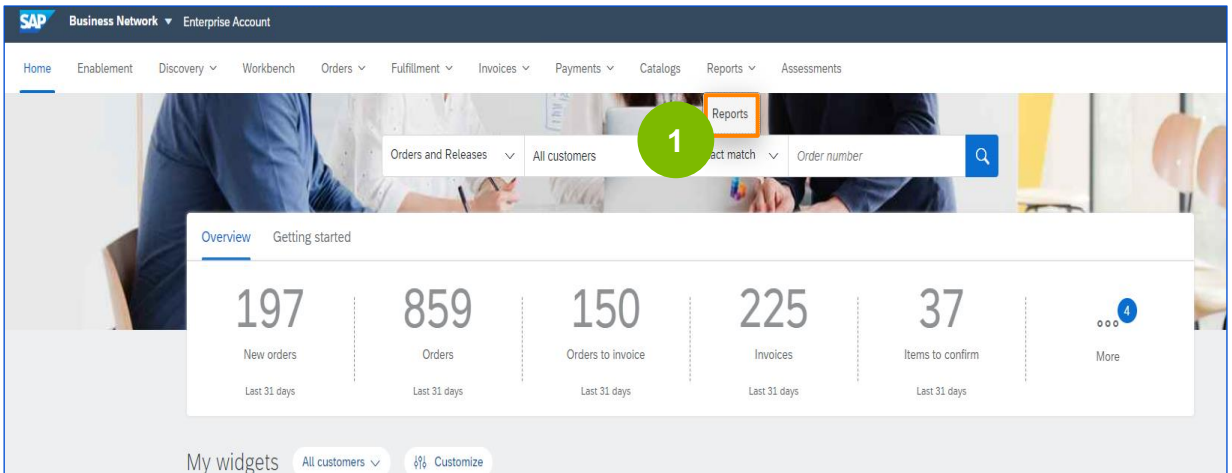
## Gestione delle fatture - Rapporti sulle fatture

Le seguenti fasi sono destinate ai **Fornitori LyondellBasell**

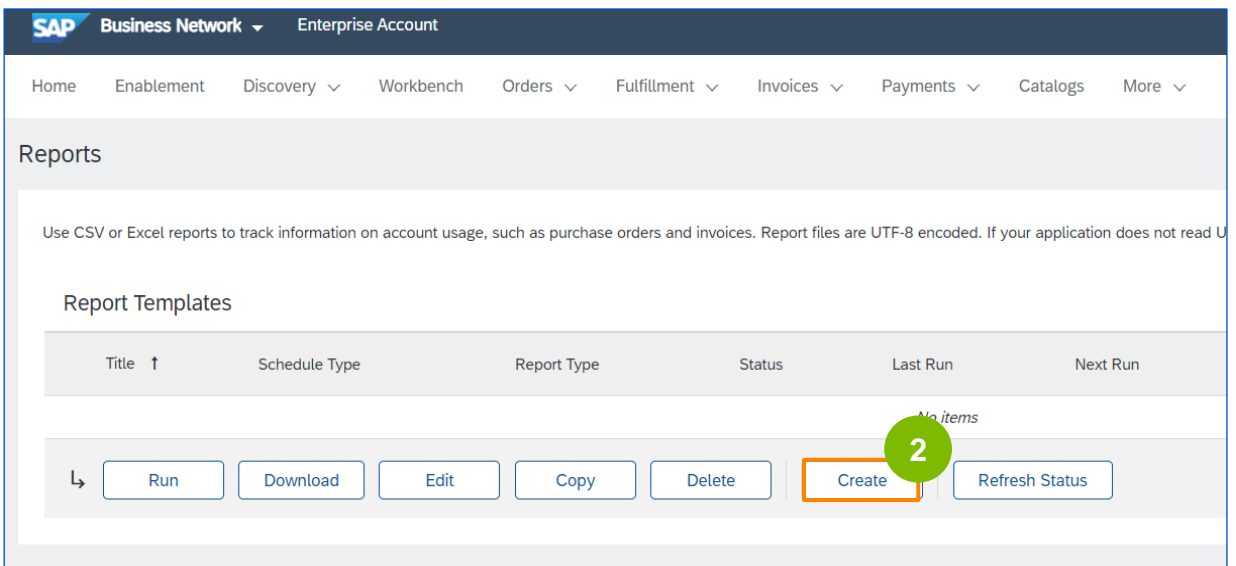


## Gestione delle fatture - Rapporti sulle fatture

- 1 Fare clic sulla scheda **Report** nella schermata iniziale di SAP Ariba per creare report.



- 2 Viene visualizzata la pagina Rapporti. Fare clic su **Crea** per creare un nuovo rapporto.



**Nota:** la cronologia delle transazioni può essere utilizzata per determinare i problemi relativi alle transazioni non riuscite, in attesa o rifiutate.



## Gestione delle fatture - Rapporti sulle fatture

3

Immettere un **titolo** per il rapporto, selezionare un **tipo di rapporto**, aggiungere qualsiasi altro dettaglio ritenuto necessario e fare clic su **Avanti** per procedere.

SAP Business Network - Enterprise Account

Report

Enter a title and description for this report. Check the Time Zone and Language settings. You can set the Time Zone and Language for each report. Then, select the Report Type.

1 Report Description

2 Criteria

Title: Report1

Description:

Time zone: CET

Language: English

Report type: Invoice

Next Exit

Next Exit

4

Viene visualizzata la sezione Criteri. Fare clic sul pulsante **Seleziona** accanto al campo Cliente per trovare LyondellBasell.

SAP Business Network - Enterprise Account

Report

Set the parameters for this report. To save your changes and put the report into the queue to be run, click Submit. To exit without saving changes or running this report, click Exit.

1 Report Description

2 Criteria

Customer: All Customers **Select**

Invoice Number:

Invoice Amount: to

Routing Status: Any

Invoice Status: Any

Invoices without Payment Receipts

Created Date: 24 Sep 2023 To 24 Oct 2023

Maximum Results Returned: 100

Previous Submit Exit

Previous Submit Exit



## Gestione delle fatture - Rapporti sulle fatture

5

Viene visualizzata la schermata Seleziona clienti. Individuare e selezionare **LyondellBasell** e fare clic su **OK**.

Select customers

Selected Customers

No items

Remove

Company Name:  Search

Customer

Lyondell Chemical Company - TEST

Lyondell Chemical Company Supplemental - TEST

Add

OK Cancel

6

Inserire le informazioni desiderate per il report.

SAP Business Network Enterprise Account

Report

Previous Submit Exit

1 Report Description

2 Criteria

Set the parameters for this report. To save your changes and put the report into the queue to be run, click Submit. To exit without saving changes or running this report, click Exit.

Customer: Lyondell Chemical Company - TEST

Invoice Number:

Invoice Amount:  to

Routing Status: Any

Invoice Status: Any

Invoices without Payment Receipts

Created Date: 24 Sep 2023 To 24 Oct 2023

Maximum Results Returned: 100

Previous Submit Exit



**Nota:** a seconda del tipo di rapporto selezionato, questa schermata potrebbe essere diversa. Lasciare vuoto il campo del numero di fattura se si desidera visualizzare tutti i risultati.



## Gestione delle fatture - Rapporti sulle fatture

7 Fare clic su **Invia** per procedere.

SAP Business Network - Enterprise Account

Report

Set the parameters for this report. To save your changes and put the report into the queue to be run, click Submit. To exit without saving changes or running this report, click Exit.

1 Report Description

2 Criteria

Customer: Lyondell Chemical Company - TEST

Invoice Number:

Invoice Amount:  to

Routing Status: Any

Invoice Status: Any

Invoices without Payment Receipts

Created Date: 24 Sep 2023 To 24 Oct 2023

Maximum Results Returned: 100

Previous Submit Exit

8 Si verrà reindirizzati alla schermata Rapporti. Fare clic sul pulsante **Aggiorna stato** per visualizzare lo stato aggiornato del rapporto.

SAP Business Network - Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs More

Reports

Use CSV or Excel reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application does not read UTF

Report Templates

| Title ↑       | Schedule Type | Report Type          | Status | Last Run | Next Run |
|---------------|---------------|----------------------|--------|----------|----------|
| Early Payment | Manual        | Early Payment Detail | Queued |          | st 2023  |

Run Download Edit Copy Delete Create Refresh Status



## Gestione delle fatture - Rapporti sulle fatture

9

Una volta che lo stato del rapporto è cambiato in **Elaborato**, fare clic sul pulsante **Scarica per scaricare** il rapporto.

The screenshot shows the SAP Business Network interface for an Enterprise Account. The 'Reports' section is active, displaying a table of report templates. The table has columns for Title, Schedule Type, Report Type, Status, Last Run, Next Run, Created, Created By, and Report Size. A single report template is listed: 'Report1' with a 'Manual' schedule type, 'Invoice' report type, and 'Processed' status. Below the table, a row of action buttons is visible: Run, Download, Edit, Copy, Delete, Create, and Refresh Status. The 'Download' button is highlighted with a green circle containing the number 9. The SAP logo and copyright information are visible at the bottom left, and links for Privacy Statement, Security Disclosure, and Terms of Use are at the bottom right.

| Title   | Schedule Type | Report Type | Status    | Last Run    | Next Run | Created     | Created By   | Report Size |
|---------|---------------|-------------|-----------|-------------|----------|-------------|--------------|-------------|
| Report1 | Manual        | Invoice     | Processed | 25 Oct 2023 |          | 25 Oct 2023 | Bradley Lapp | 356 B       |



## Gestione delle fatture - Archivio fatture

I seguenti passaggi sono destinati ai **Fornitori LyondellBasell**



## Gestione delle fatture - Archivio fatture

1

Fare clic sull'icona **Profilo** -> **Impostazioni** -> **Instradamento fattura elettronica** per visualizzare la pagina delle impostazioni di rete.

The screenshot shows the SAP Business Network Enterprise Account dashboard. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Assessments'. The main content area displays several key metrics: 191 New orders, 847 Orders, 148 Orders to invoice, 235 Invoices, and 39 Items to confirm. A green circle with the number '1' highlights the 'Settings' option in the user profile dropdown menu on the right side of the screen.

2

Viene visualizzata la pagina Impostazioni di rete. Selezionare la scheda **Fatturazione fiscale e archiviazione**.

The screenshot shows the SAP Business Network Enterprise Account Network Settings page. The 'Tax Invoicing and Archiving' tab is selected and highlighted with a red box. A green circle with the number '2' is placed over the 'Tax Invoicing and Archiving' tab. The page displays various settings for 'Sending Method' and 'Notifications'.



**Nota:** la configurazione dell'archiviazione delle fatture consente di specificare la frequenza, l'immediatezza e la consegna degli archivi delle fatture zippati.





## Gestione delle fatture - Archivio fatture

3

Viene visualizzata la pagina Impostazioni di rete. Fare clic sul pulsante **Configura archiviazione fatture** per configurare le regole di archiviazione delle fatture.

Network Settings

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement Data Retention Criteria

General Tax Invoicing and Archiving

Tax Information

Tax Classification: (no value) [v]

Taxation Type: (no value) [v]

Tax ID: [ ] Do not enter dashes

State Tax ID: [ ] Do not enter dashes

Regional Tax ID: [ ] Do not enter dashes

Vat ID: [ ]

VAT Registered

VAT Registration Document: <No document> [Upload]

Tax Clearance

Tax Clearance Number: 9500104900 [ ]

Tax Clearance Document: <No document> [Upload]

Tax Clearance Expiry Date: [ ]

Exempt from Backup Withholding:  Yes  No

Invoice Archival

SAP Business 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 SAP Business Network to archive your invoices. Based on the option you have selected, SAP Business 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 SAP Business Network to wait for a 30-day period, select the Archive Immediately option. To download archived invoices from the Outlook > Archived Invoices page.

**3**

Configure Invoice Archival

4

Selezionare la frequenza desiderata, scegliere Archivia immediatamente per archiviare senza attendere 30 giorni e fare clic su **Avvia**. Se si desidera che Ariba consegni i file zip archiviati, inserire un URL di consegna dell'archivio.

SAP Business Network Enterprise Account

Invoice Archival

SAP Business 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 SAP Business Network to archive your invoices. Based on the option you have selected, SAP Business 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 SAP Business Network to wait for a 30-day period, select the Archive Immediately option. To download archived invoices from the Outlook > Archived Invoices page.

Twice Daily

Daily

Weekly

Every Two Weeks

Monthly

Archiving Start Time: 0 AM [v] : [ ] CET [i]

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]

**4**

**Nota:** È possibile interrompere o aggiornare la frequenza di archiviazione in qualsiasi momento.



## Gestione delle fatture - Archivio fatture

5 Fare clic su **Salva** per salvare le impostazioni.

SAP Business 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 SAP Business Network to archive your invoices. Based on the option you have selected, SAP Business 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 SAP Business 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: 8 AM : 8 CET

Archive Immediately

Stop Update Frequency

The first archive file will be available on 11/07/2023

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

Upload

Tax Clearance

Tax Clearance Number: 3606104900

Tax Clearance Document: <No document>

Upload

Tax Clearance Expiry Date:

Exempt from Backup Withholding:  Yes  No

Invoice Archival

SAP Business 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 SAP Business Network to archive your invoices. Based on the option you have selected, SAP Business 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 SAP Business 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

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. SAP Business 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.

If recurring or one time data deletion feature is enabled, the invoices from will be deleted. You may not be able to search or retrieve those invoices from the archiving service provider.

Save Close



**Nota:** è anche possibile accedere alla schermata **Fatturazione e archiviazione fiscale** per sottoscrivere l'archiviazione dei documenti a lungo termine per una soluzione di archiviazione integrata.

**Grazie**



# Mandarin



# Ariba 网络发票指南 工作助手

**出版日期** 2023 年 10 月  
**所有者:** 源到付团队



## 目的

本工作辅助工具旨在逐步指导如何在 Ariba 网络中提交和管理发票。



## 目标受众

本工作辅助工具适用于以下角色：

- 利安德巴赛尔 Ariba 网络启用供应商

## 目录

选择适当的部分，浏览工作辅助工具：

- 发票流程 - 发票规则
- 发票提交方法 - PO Flip (材料)
- 发票提交方法 - PO Flip (服务)
- 发票提交方法 - 合同发票
- 发票提交方法 - 贷方备忘 (页眉级)
- 发票提交方法 - 信用备忘录 (行级)
- 发票提交方法 - 复制发票
- 发票管理 - 搜索发票
- 发票管理 - 检查发票状态
- 发票管理 - 检查付款状态
- 发票管理 - 发票历史记录
- 发票管理 - 发票报告
- 发票管理 - 发票存档



## 参考资料

您可以在这里查看更多信息：

- 利安德巴赛尔供应商网站



## 采购到付款流程：货物收据





## 采购到付款流程：开具发票

1

PO 确认

2

订单确认

3

高级发货通知

4

货物收据 (仅限材料)

5

发票

### Ariba 网络支持

- ✓ 通过 Ariba 网络提交单一发票和批量发票
- ✓ 提高供应商知名度  
发票状态  
历史  
报告
- ✓ 之前的内置串行规则  
开具发票：  
PO 确认  
订单确认  
预先发货通知  
货物收据
- ✓ 邮购数量和价格必须一致
- ✓ 材料、维修和服务订单
- ✓ 部分发票
- ✓ 发票抬头的运费/税费
- ✓ 信用备忘录
- ✓ 约会





## 采购到付款流程：开具发票

1

PO 确认

2

订单确认

3

高级发货通知

4

货物收据  
(仅限材料)

5

发票

### Ariba 网络不支持

- ❌ **纸质 (PDF) 发票**  
利安德巴塞尔要求通过 Ariba 网络提交电子发票；利安德巴塞尔不再接受通过电子邮件提交的纸质发票。
- ❌ **非 POS 发票、汇总或合并发票**  
申请多个采购订单；不被利安德巴塞尔接受为采购卡 (P 卡) 开具发票
- ❌ **使用采购卡下单的发票**；利安德巴塞尔公司不予接受
- ❌ **重复发票**  
必须为每张发票提供新的、唯一的发票号码；除非重新提交之前在 Ariba 网络上处于失败状态的更正发票，否则利安德巴塞尔将拒绝接受重复的发票号码。
- ❌ **附加项目**  
无法在 PO 发票上添加其他细列项目。



## 发票流程 - 发票规则

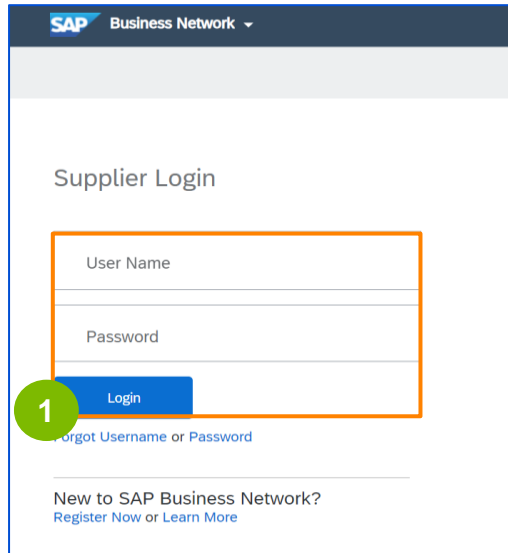
以下步骤适用于利安德巴赛尔供应商



## 发票流程 - 发票规则

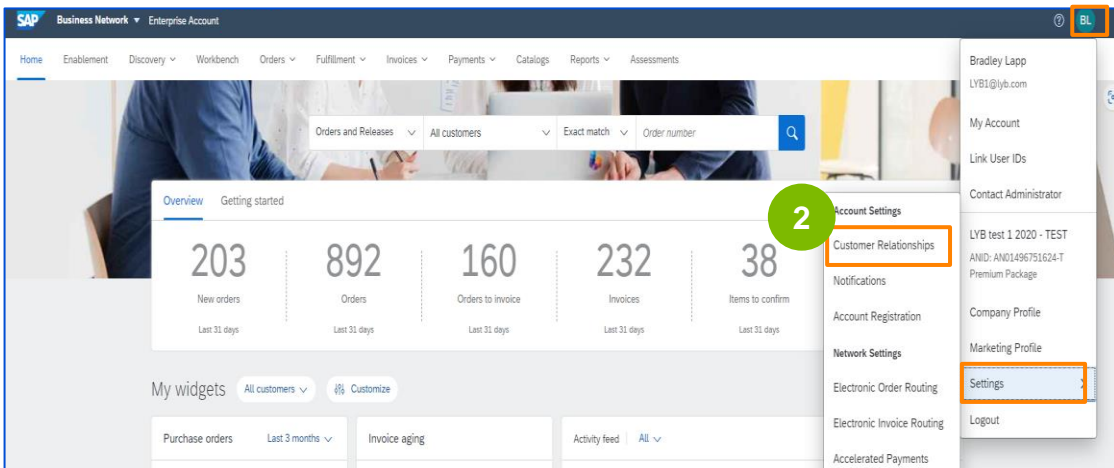
1

在 [Ariba 网络](#) 登录页面输入用户名和密码，然后单击登录按钮。



2

出现 Ariba Network 主页。  
选择 "配置文件" 图标 > "设置" > "客户关系"，查看 "账户设置" 页面。





## 发票流程 - 发票规则

3

出现账户设置页面，显示客户列表。选择利安德巴塞尔。

Account Settings

Customer Relationships | Notifications | Account Registration | API management

Current Relationships | Potential Relationships

I prefer to receive relationship requests as follows:

Automatically accept all relationship requests  Manually review all relationship requests

Update

Current (2) | Pending (0) | Rejected (0)

Current Customers

Filter

Customers

Enter customer name or Network ID +

Apply | Reset

| Customer                                                               | Network ID      | Relationship Type | Approved Date | Collaboration Type |
|------------------------------------------------------------------------|-----------------|-------------------|---------------|--------------------|
| <input checked="" type="checkbox"/> Lyondell Chemical Company - TEST   | AN01023408720-T | Trading           | 3 Mar 2020    | Fulfillment        |
| <input type="checkbox"/> Lyondell Chemical Company Supplementat - TEST | AN01471108502-T | Trading           | 27 Jan 2023   | Fulfillment        |

Reject

4

出现客户详细信息页面。  
向下滚动查看普通发票规则。

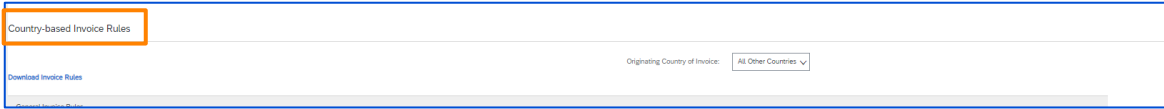
4

General Invoice Rules

|                                                                                          |     |
|------------------------------------------------------------------------------------------|-----|
| Allow suppliers to send invoices to this account.                                        | Yes |
| Allow suppliers to send invoices with service information.                               | No  |
| 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  |
| Require suppliers to send credit memo attachments.                                       | No  |
| Ignore country-based invoice rules.                                                      | No  |
| Allow suppliers to send non-PO invoices.                                                 | No  |
| Allow suppliers to send invoices with a contract reference.                              | No  |
| Require suppliers to create an order confirmation for the PO before creating an invoice. | Yes |
| Require suppliers to create invoice with line item quantity greater than zero.           | Yes |
| Require suppliers to create invoice with line item price greater than zero.              | Yes |
| Require suppliers to create a ship notice for the PO before creating an invoice.         | No  |
| Allow suppliers to send invoices if a PCard or credit card was included in the order.    | No  |
| Allow suppliers to send header level credit memos.                                       | No  |
| Allow suppliers to send line-item credit memo with quantity adjustment.                  | No  |
| Allow suppliers to send line-item credit memo with price adjustment.                     | No  |
| Allow suppliers to send line-item debit memo with price adjustment.                      | No  |
| Allow suppliers to create debit memos where the line-item price is zero.                 | No  |
| Allow suppliers to create credit memos where the line-item quantity is zero.             | Yes |
| Allow suppliers to create line item credit memo that exceed the invoiced amount.         | Yes |
| Require suppliers to provide a reason for each credit memo.                              | No  |
| Allow suppliers to cancel invoices they create.                                          | Yes |
| Allow invoices for information purpose.                                                  | No  |

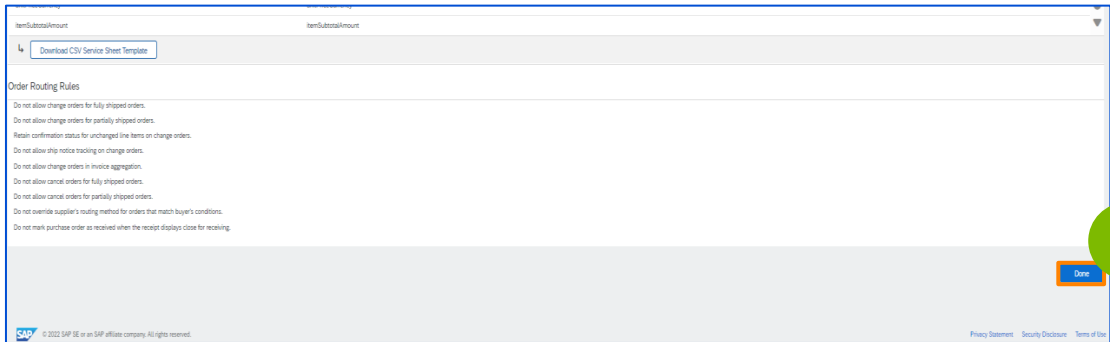


## 发票流程 - 发票规则



**注：**如果您在多个国家为利安德巴塞尔提供材料或服务，您可以选择查看哪个国家的规则。

5 单击 "完成" 退出。





## 发票提交方法 - 通过 PO Flip (材料) 提交发票

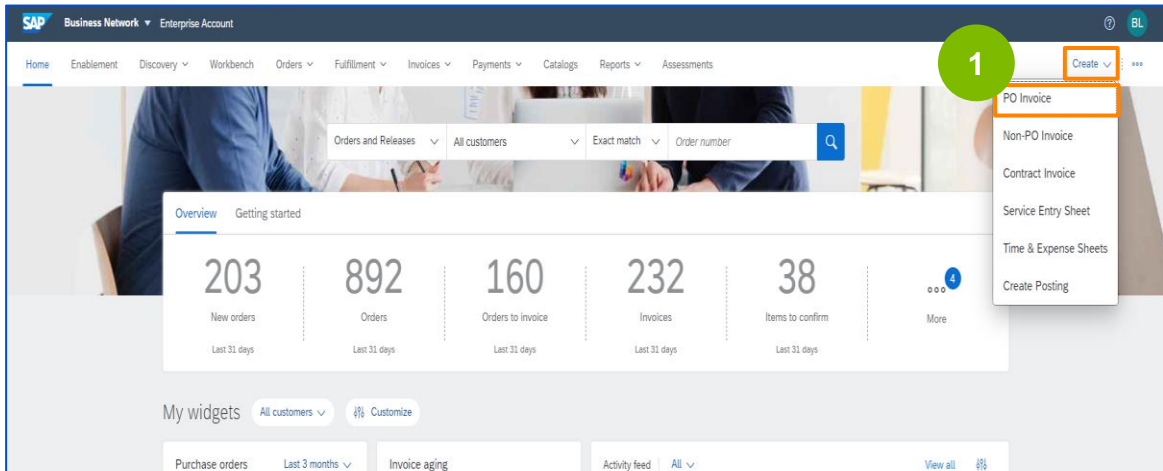
以下步骤适用于利安德巴赛尔供应商



## 发票提交方法 - 通过 PO Flip (材料) 提交发票

1

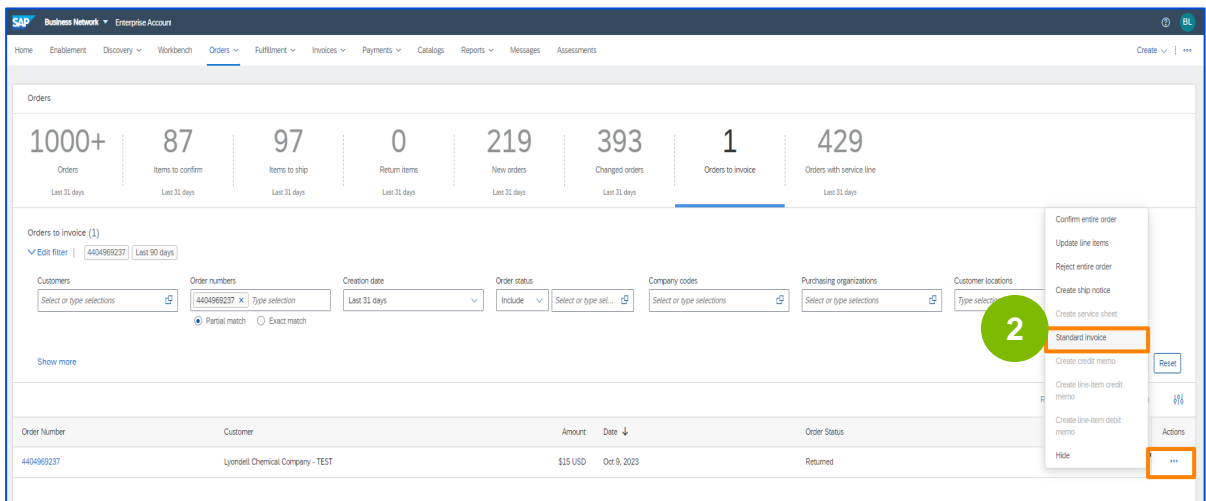
在 Ariba 网络账户的主屏幕上，选择 "创建" 下拉菜单，然后选择 "PO 发票"。



2

出现订单页面。

搜索所需的发票，然后单击省略号按钮(...) > **标准发票**，为所需订单创建发票。





## 发票提交方法 - 通过 PO Flip (材料) 提交发票

3

发票会自动预填 PO 数据。填写所有标有星号的字段 (必填字段)

**3**

Purchase Order: 4404969237  
Invoice #: \*  
Invoice Date: 9 Oct 2023  
Service Description:  
Supplier Tax ID:  
Remit To: PO BOX 630803  
CINCINNATI, OH  
United States  
Bill To: Lyondell Chemical Company  
HOUSTON, TX  
United States

Subtotal: \$15.00 USD  
Total Tax: \$0.75 USD  
Total Shipping: \$0.00 USD  
Amount Due: \$15.75 USD

Tax:  Header level tax  Line level tax  
Category: 5% Super Fund / superfund  
Location:  
Description: superfund  
Regime:  
Taxable Amount: \$15.00 USD  
Tax Rate Type:  
Rate(%): 5  
Tax Amount: \$0.75 USD

4

在 Invoice # (发票编号) 字段中输入发票编号，这是您用于发票识别的唯一编号。发票日期将自动填充。

**4**

Purchase Order: 4404969237  
Invoice #: \* 67875234  
Invoice Date: 9 Oct 2023  
Service Description:  
Supplier Tax ID:  
Remit To: PO BOX 630803  
CINCINNATI, OH  
United States  
Bill To: Lyondell Chemical Company  
HOUSTON, TX  
United States

Subtotal: \$15.00 USD  
Total Tax: \$0.75 USD  
Total Shipping: \$0.00 USD  
Amount Due: \$15.75 USD

Tax:  Header level tax  Line level tax  
Category: 5% Super Fund / superfund  
Taxable Amount: \$15.00 USD



**注意：**如果您想在发票编号字段中添加字母，则必须使用大写字母（大写字母）





## 发票提交方法 - 通过 PO Flip (材料) 提交发票

5

如果输入了多个地址，请从下拉框中选择汇款收件人地址。

SAP Business Network Enterprise Account

### Create Invoice

▼ Invoice Header

Summary

|                      |            |                 |             |
|----------------------|------------|-----------------|-------------|
| Purchase Order:      | 4404969237 | Subtotal:       | \$15.00 USD |
| Invoice #:           | 67875239   | Total Tax:      | \$0.75 USD  |
| Invoice Date:        | 9 Oct 2023 | Total Shipping: | \$0.00 USD  |
| Service Description: |            | Amount Due:     | \$15.75 USD |
| Supplier Tax ID:     |            |                 |             |

Remit To: PO BOX 630803  
PO BOX 630803

Supplier: Lyondell Chemical Company  
HOUSTON, TX  
United States

6

通过选择相应的单选按钮，在页眉处选择税和运费。

Tax

Header level tax  Line level tax

Category: 5% Super Fund / superfund

Location:

Description: superfund

Regime:

Taxable Amount: \$15.00 USD

Tax Rate Type:

Rate(%): 5

Tax Amount: \$0.75 USD

Shipping

Header level shipping  Line level shipping

Payment Term

Net Term(days): 60

Add Discount/Penalty Term



## 发票提交方法 - 通过 PO Flip (材料) 提交发票

7

**可选步骤：**您还可以在发票标题中添加一些附加信息，如特殊处理、备注、附件、装运文件。

8

- 向下滚动并查看或更新要开具发票的每个细列项目的数量。
- 如果**希望**从发票中排除某个细列项目，请单击该细列项目的绿色复选标记。
- 单击左边的复选框并单击 "删除"，即可排除该细列项目。

8a

| Quantity | Unit | Unit Price |
|----------|------|------------|
| 10       | BX   | 25.00 EUR  |

8b

| No.                                 | Include                  | Type     | Part #   |
|-------------------------------------|--------------------------|----------|----------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | MATERIAL | GOODS_02 |

8c

| No.                      | Include                             | Type     | Part #   |
|--------------------------|-------------------------------------|----------|----------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | MATERIAL | GOODS_02 |

**Pricing Details**

Price Unit: \* BX  
Unit Conversion: \* 1

Line Item Actions ▾ Delete



**注意：**您可以稍后生成发票，为排除在外的项目开具账单。



## 发票提交方法 - 通过 PO Flip (材料) 提交发票



**注：** 可通过编辑细列项目在细列项目一级查看**其他详细信息**。

Line Item Actions ▾

Edit

Add

Shipping Documents

Line Items 2 Line Items, 2 Included, 0 Previously Invoiced

Insert Line Item Options

Tie Category:  Shipping Documents  Special Handling  Discount Add to Included Lines

| No. | Include                             | Type     | Part#    | Description                                   | Customer Part# | Quantity | Unit | Unit Price | Subtotal |
|-----|-------------------------------------|----------|----------|-----------------------------------------------|----------------|----------|------|------------|----------|
| 1   | <input checked="" type="checkbox"/> | MATERIAL | GOODS_01 | Copy Paper White, A3, 80gsm (ream 500 sheets) |                | 5        | EA   | 0.50 EUR   | 2.50 EUR |

---

**Create Invoice** Done Cancel

▼ Invoice Item \* Indicates required field Line Item Actions ▾

Quantity:\*

Unit: EA

Unit Price:\*

Subtotal: 5.00 EUR

Part #: GOODS\_01

---

Description Description: Copy Paper White, A3, 80gsm (ream 500 sheets)

---

**Pricing Details**

Price Unit:\*

Unit Conversion:\*

Inspection Date:

Price Unit Quantity:\*

Description:

---

**Shipping**

Ship From: Ariba\_TestSupplier - TEST

Praha 5

Czech Republic

Ship To: Sandbox Buyer - Test

Praha

Deliver To: Czech Republic

Cristian Mihalache

2nd Floor, SI Team

[View/Edit Addresses](#)



## 发票提交方法 - 通过 PO Flip (材料) 提交发票



**注：**要在行项目中添加注释，请选择行项目，单击行项目操作 > 注释。

The screenshot displays the SAP Ariba interface for a line item. At the top, there is a 'Line Item Actions' dropdown menu, which is currently open, showing options such as 'Edit', 'Add', 'Shipping Documents', 'Special Handling', 'Pricing Details', 'Discount', 'Allowance', 'Charge', 'Comments', and 'Attachment'. The 'Comments' option is highlighted with an orange box. To the right of the menu are buttons for 'Delete' and 'Add'. Below the menu, there are buttons for 'Update', 'Save', 'Exit', and 'Next'. The 'Comments' section is visible at the bottom, featuring a text input field and a 'Remove' button. The SAP logo and version information are also present in the interface.



## 发票提交方法 - 通过 PO Flip (材料) 提交发票

9

单击 "下一步" 继续。

SAP Business Network Enterprise Account

Create Invoice

Update Save **Next**

▼ Invoice Header \* Indicates required field Add to Header ▼

Summary

Purchase Order: 4404969174 Subtotal: \$1,500.00 USD  
Invoice #: 32473297 Total Tax: \$0.00 USD  
Invoice Date: 6 Oct 2023 Amount Due: \$1,500.00 USD View/Edit Addresses

Service Description:

Supplier Tax ID:

Remit To: PO BOX 630803

CINCINNATI, OH  
United States

Bill To: Equistar Chemicals LP

HOUSTON, TX  
United States

10

在 "审核" 页面查看发票是否准确。如果无需更改，请单击 "提交" 将发票发送给利安德巴塞尔。

SAP Business Network Enterprise Account

Create Invoice

Previous Save **Submit** Exit

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is:United States. The document's destination country is:United States. If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: 32473297 Subtotal: \$1,500.00 USD  
Invoice Date: Friday 6 Oct 2023 5:06 PM GMT+05:30 Total Tax: \$0.00 USD  
Original Purchase Order: 4404969174 Amount Due: \$1,500.00 USD

SERVICE PERIOD  
Start Date : 9 Oct 2023  
End Date : 11 Oct 2023

REMIT TO: 乔恩-多伊  
Postal Address:  
PO BOX 630803  
CINCINNATI, OH 45263-0803  
United States

BILL TO: Equistar Chemicals LP  
Postal Address:  
1221 McKinney, Suite 300  
HOUSTON, TX 77010  
United States  
Address ID: LYO

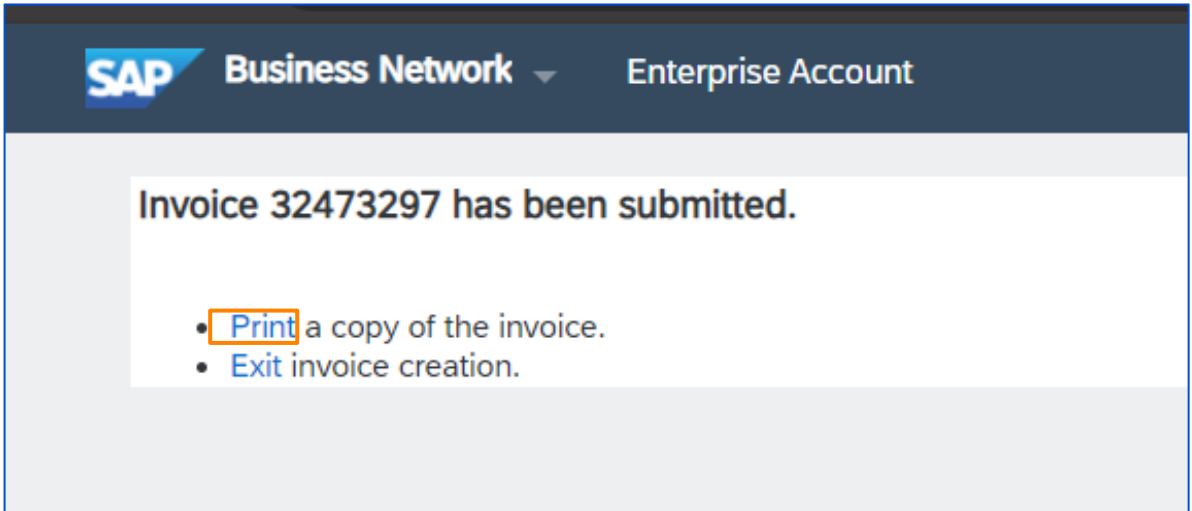
SUPPLIER: LYB test 1 2020 - TEST  
Postal Address:  
271 N Shore Dr  
Pittsburgh, PA 15212-5860  
United States



**注意：**在发票创建过程中随时**保存发票**，以便日后处理。您最多可将发票草稿保存 7 天。



## 发票提交方法 - 通过 PO Flip (材料) 提交发票



**注意：** 您将收到已提交发票的通知。您可以单击 **"打印"** 按钮打印发票，或单击 **"退出"** 按钮执行其他操作。



## 提交发票方法 - 通过 PO Flip 开发票（服务）

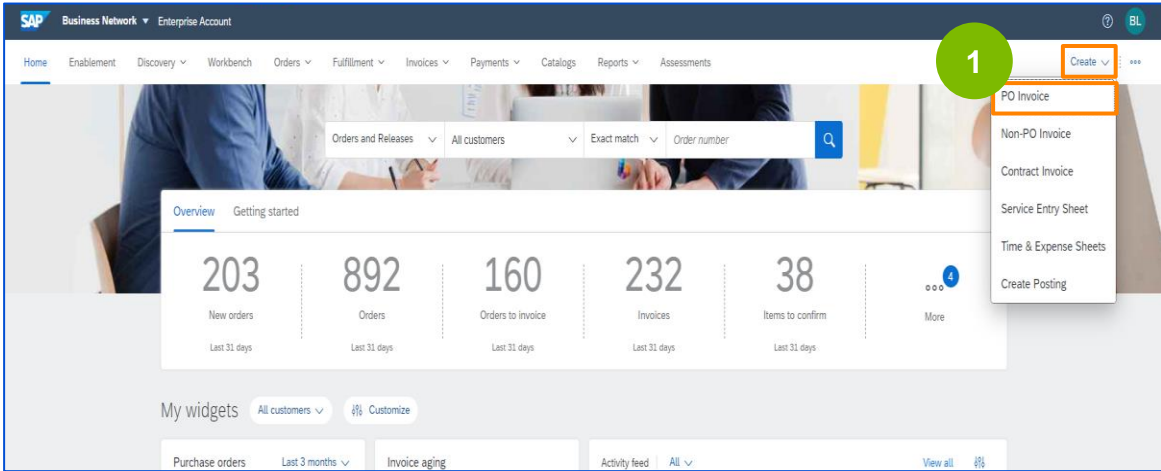
以下步骤适用于利安德巴赛尔供应商



## 提交发票的方法 - 通过 PO Flip 开发票（服务）

1

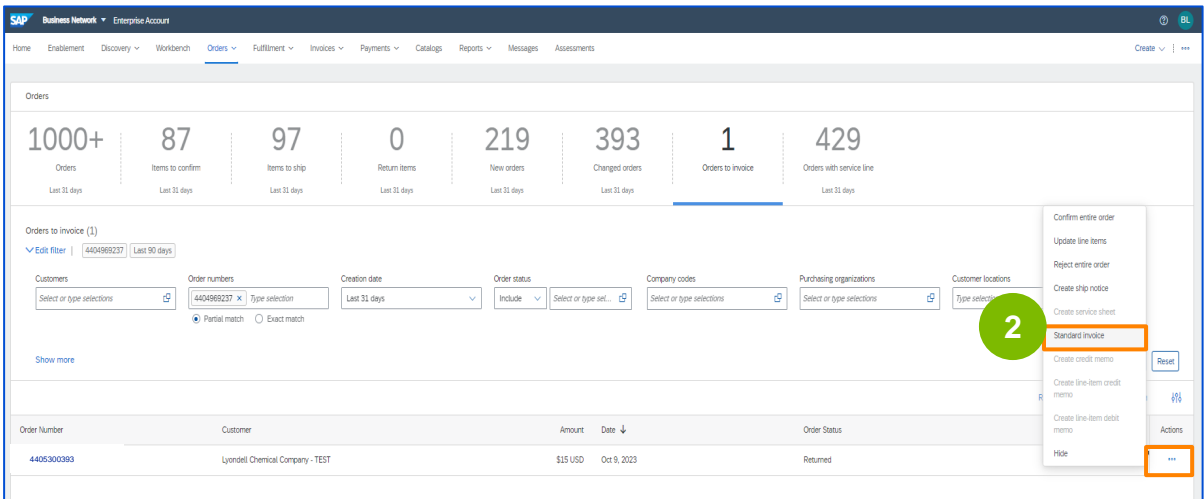
在 Ariba 网络账户的主屏幕上，选择 "创建" 下拉菜单，然后选择 "PO 发票"。



2

出现订单页面。

搜索所需的发票，然后单击省略号按钮(...) > **标准发票**，为所需订单创建发票。







## 提交发票方法 - 通过 PO Flip 开发票 (服务)

3

在 "创建发票" 屏幕上, 在 "发票号码" 字段中输入所需的**发票号码**。

The screenshot shows the 'Create Invoice' interface in SAP Business Network. A green circle with the number '3' is placed over the 'Invoice #' field, which contains the value 'INV449300393'. The 'Purchase Order' field also contains '449300393'. The 'Invoice Date' is set to '7 Dec 2023'. Below these fields, there are sections for 'Tax' (with 'Line level tax' selected), 'Shipping' (with 'Header level shipping' selected), and 'Payment Term' (set to 'Net Terms(s): 60').

4

向下滚动并添加发票的**服务开始日期**和**服务结束日期**。

The screenshot shows the 'Additional Fields' section of the 'Create Invoice' interface. A green circle with the number '4' is placed over the 'Service Start Date' and 'Service End Date' fields. The 'Service Start Date' is set to '7 Dec 2023' and the 'Service End Date' is set to '7 Dec 2023'. Other fields in this section include 'Supplier Account ID', 'Customer Reference', 'Supplier Reference', 'Payment Note', 'Supplier', 'Customer', 'Field Contractor', 'Field Engineer', and 'Approver'.



## 提交发票方法 - 通过 PO Flip 开发票 (服务)

5

选择所需发票旁边的复选框，然后单击添加/更新 > 添加一般服务，添加服务详情。

The screenshot shows the 'Line Items' section of the Ariba Network Invoicing interface. A green circle with the number '5' highlights the 'Add General Service' button in the 'Add to Included Lines' dropdown menu. The table below shows the line item details:

| No.  | Include                             | Type          | Part # | Description  | Customer Part # | Quantity | Unit | Unit Price   | Subtotal     |
|------|-------------------------------------|---------------|--------|--------------|-----------------|----------|------|--------------|--------------|
| 0001 |                                     | Not Available |        | TEST SERVICE |                 |          |      |              |              |
| 1    | <input checked="" type="checkbox"/> | SERVICE       |        | TEST SERVICE |                 | 1        | SU   | \$100.00 USD | \$100.00 USD |



**注意：确保始终选择添加一般服务。**

6

填写描述、数量、单位和单价字段。

The screenshot shows the 'Line Items' section of the Ariba Network Invoicing interface. A green circle with the number '6' highlights the 'Quantity' and 'Unit' fields in the table. The table below shows the line item details:

| No.  | Include                             | Type          | Part # | Description  | Customer Part # | Quantity | Unit | Unit Price   | Subtotal     |
|------|-------------------------------------|---------------|--------|--------------|-----------------|----------|------|--------------|--------------|
| 0001 |                                     | Not Available |        | TEST SERVICE |                 |          |      |              |              |
| 1    | <input checked="" type="checkbox"/> | SERVICE       |        | TEST SERVICE |                 | 1        | SU   | \$100.00 USD | \$100.00 USD |



**注意：服务订单的 "数量" 字段始终填 "1"，"单位" 字段始终填 "SU"。**



## 提交发票方法 - 通过 PO Flip 开发票 (服务)

7

更新或更改**服务开始日期**和**服务结束日期**字段。单击**下一步**继续。

Form fields include: Phone (USA 1), Supplier VAT, Customer VAT, Approver (Name, Email, Phone), and Line Items table.

| No.   | Include                             | Type    | Part #        | Description  | Customer Part # | Quantity | Unit | Unit Price   | Subtotal     |
|-------|-------------------------------------|---------|---------------|--------------|-----------------|----------|------|--------------|--------------|
| 00001 |                                     |         | Not Available | TEST SERVICE |                 |          |      |              |              |
| 3     | <input checked="" type="checkbox"/> | SERVICE |               | TST SERVICE  |                 | 1        | SU   | \$100.00 USD | \$100.00 USD |

Service Period: Service Start Date: 7 Dec 2023, Service End Date: 14 Dec 2023

Buttons: Update, Save, Exit, **Next**

8

在**"审核"**页面查看发票是否准确。如果无需更改，请单击**"提交"**将发票发送给利安德巴塞尔。

Invoice Summary:

- Invoice Number: 482333
- Invoice Date: Thursday 7 Dec 2023 8:08 AM GMT-06:00
- Original Purchase Order: 449290001
- Service Period: Start Date: 7 Dec 2023, End Date: 14 Dec 2023
- Subtotal: \$100.00 USD
- Tax Tot: \$0.00 USD
- Amount Due: \$100.00 USD

SEND TO: Lysol Chemical Company, 1221 McKinley Suite 300

BILL TO: Lysol Chemical Company, 1221 McKinley Suite 300

SUPPLIER: Lysol Chemical Company, 1221 McKinley Suite 300

BILL FROM: Lysol Chemical Company, 1221 McKinley Suite 300

CUSTOMER: Lysol Chemical Company, 1221 McKinley Suite 300

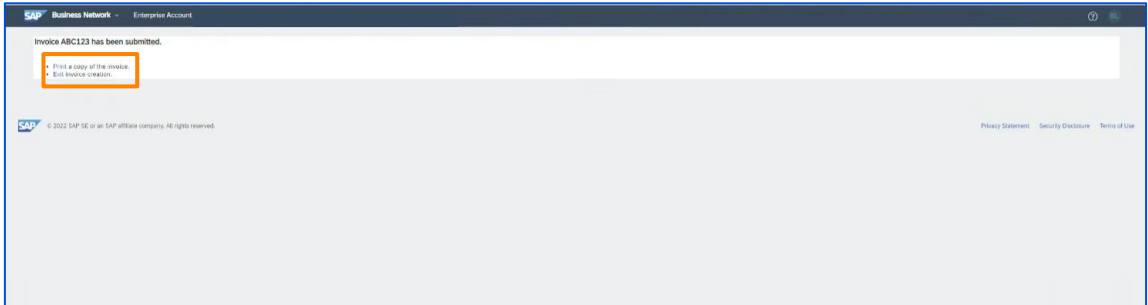
SHIPMENT: Lysol Chemical Company, 1221 McKinley Suite 300



**注意：**在发票创建过程中随时**保存发票**，以便日后处理。您最多可将发票草稿保存 7 天。



## 提交发票方法 - 通过 PO Flip 开发票 (服务)



**注意：**您将收到已提交发票的通知。您可以单击 **"打印"** 按钮打印发票，或单击 **"退出"** 按钮执行其他操作。



## 发票提交方法 - 合同发票

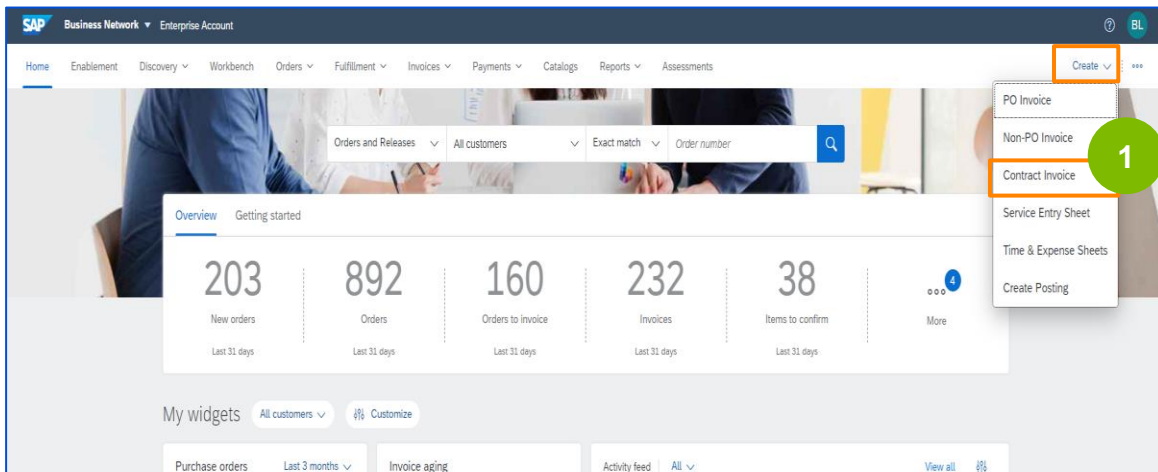
以下步骤适用于利安德巴赛尔供应商



## 发票提交方法 - 合同发票

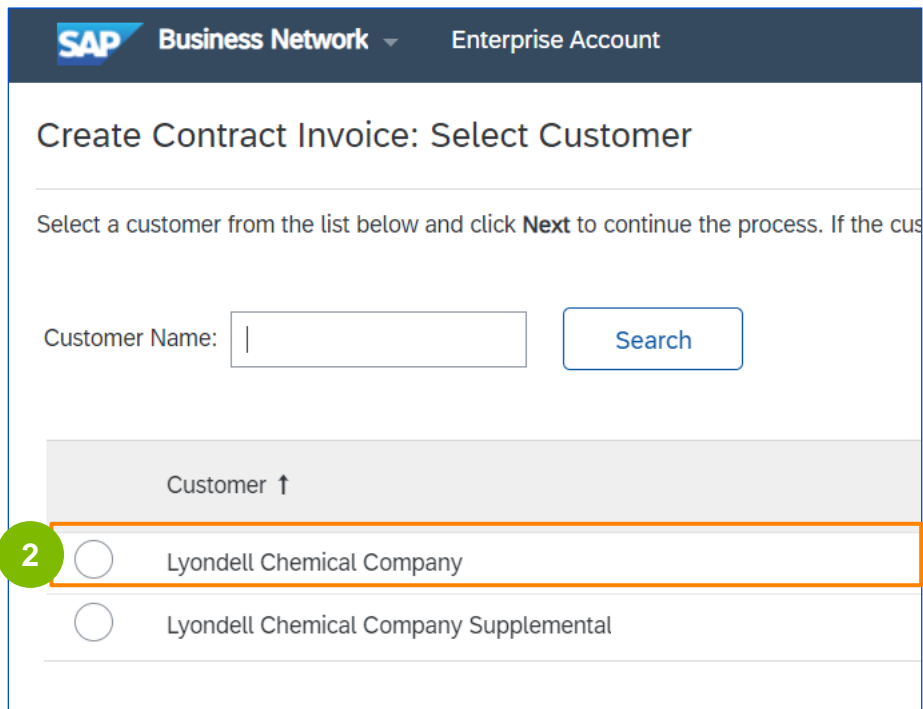
1

在 Ariba 网络主页上，选择**创建** > **合同发票**，创建**合同发票**。



2

显示客户列表。选择**利安德巴塞尔**。





## 发票提交方法 - 合同发票

3 单击 "下一步" 继续。

SAP Business Network - Enterprise Account

### Create Contract Invoice: Select Customer

Select a customer from the list below and click **Next** to continue the process. If the customer is not in the list displayed, you can search for them by entering the name in the Customer Name entry field.

Customer Name:

| Customer ↑                                                          |
|---------------------------------------------------------------------|
| <input checked="" type="radio"/> Lyondell Chemical Company - TEST   |
| <input type="radio"/> Lyondell Chemical Company Supplemental - TEST |

4 选择所需的业务单位, 然后单击 "下一步" 继续。

SAP Business Network - Enterprise Account

### Contract Invoice: Select Customer Contract Site

Select which Business Unit Address you want to access and click **Next** to continue the process.

| Business Unit Address ↑              | Contact |
|--------------------------------------|---------|
| <input checked="" type="radio"/> LYB | Scott   |
| <input type="radio"/> LYB_Dummy      | Scott   |
| <input type="radio"/> LYB_STGCLNT010 | Scott   |



## 发票提交方法 - 合同发票

5 在所有标有星号 (\*) 的字段中完成发票输入。

NV40547 Submit Exit

Invoice Entry

Invoice Header Header Actions

Supplier Invoice #: \* 42157324 Invoice Date: \* 10/05/2023

Purchasing Unit: \* 利安德巴塞尔 On Behalf Of: Christopher Hart

Supplier: \* 示例 Supplier Contact:

Contract: CW1234 Remit To Address: 供应商位置示例

Sold To Email: John.doe@lyondellbasell.com Payment Terms: A120

My Labels: Apply Label... ⓘ

Shipping - Entire Invoice

Ship From: 供应商示例 Ship To: \* 利安德化学有限公司

Header Actions

6 单击提交生成发票。

NV40547 Submit Exit

Invoice Entry

Invoice Header Header Actions

Supplier Invoice #: \* 42157324 Invoice Date: \* 10/05/2023

Purchasing Unit: \* 利安德巴塞尔 On Behalf Of: Christopher Hart

Supplier: \* 示例 Supplier Contact:

Contract: CW1234 Remit To Address: 供应商位置示例

Sold To Email: John.doe@lyondellbasell.com Payment Terms: A120

My Labels: Apply Label... ⓘ

Shipping - Entire Invoice

Ship From: 供应商示例 Ship To: \* 利安德化学有限公司

Header Actions





## 发票提交方法 - 贷方备忘 (页眉级)

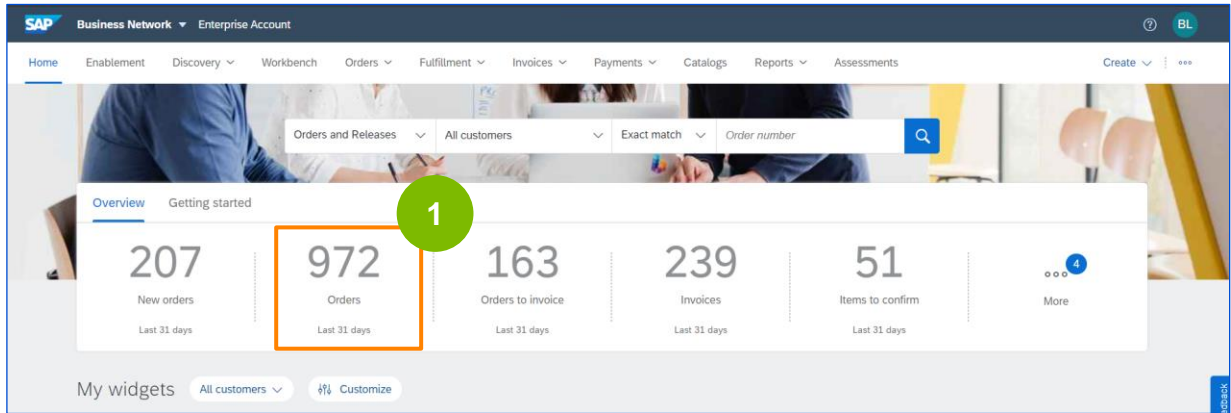
以下步骤适用于利安德巴赛尔供应商



## 发票提交方法 - 贷方备忘 (页眉级)

1

在 Ariba 网络主屏幕上，选择 "订单" 选项卡，查看采购订单列表。

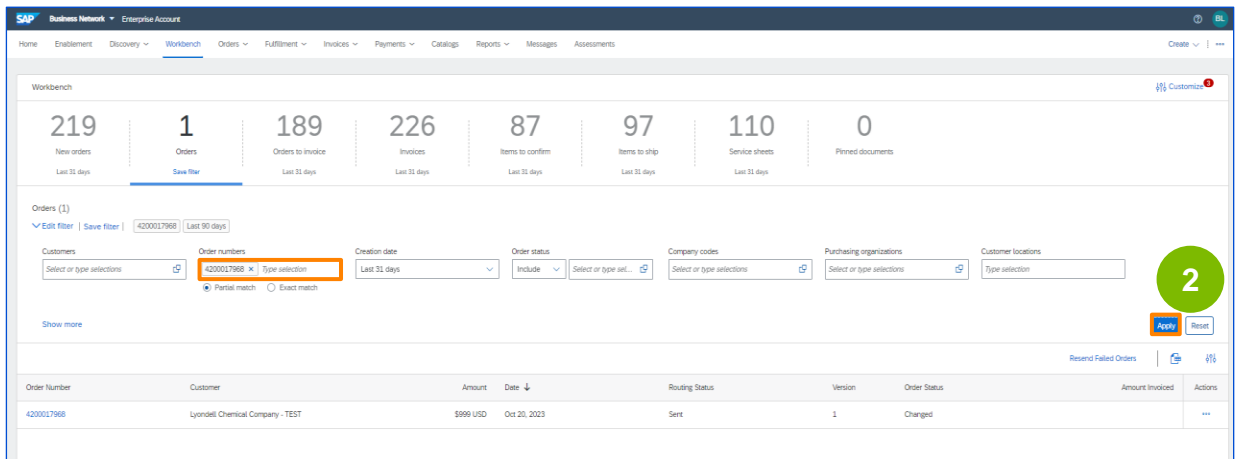


注：您也可以通过工作台 > 订单查看采购订单列表。

出现订购单页面。

2

在 "订单编号" 字段中输入所需的订单编号，然后单击 "应用"，搜索需要记入贷方的订单。





## 发票提交方法 - 贷方备忘 (页眉级)

出现所需的订购单。

3 单击省略号按钮 (...) > 为所需订单创建贷方备忘。

4 以贷记备忘录的形式填写信息 (金额和税金必须为负数)。确保填写所有必填字段 (标有星号 \*)。

Next
Exit

### Create Credit Memo

---

#### Header Information

Invoice #:\*

Invoice Date:\*

Supplier Account ID #:

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

Original PO #:

Customer Reference:

Supplier Reference:

---

#### Adjustment

Adjustment in Subtotal:  (Amount must be negative.)

Adjustment in Tax Create Tax ▾

| Tax Category | Tax Rate | Taxable Amt | Tax Location | Description |
|--------------|----------|-------------|--------------|-------------|
|              |          |             |              |             |

Adjustment in Special Handling:  (Amount must be negative.)

Adjustment in Shipping:  (Amount must be negative.)

---

#### Attachments

The total size of all attachments cannot exceed 10MB

Next
Exit



## 发票提交方法 - 贷方备忘 (页眉级)

5 单击 "下一步" 继续。

Adjustment

Adjustment in Subtotal:  (Amount must be negative.)

Adjustment in Tax Create Tax ▾

| Tax Category | Tax Rate | Taxable Amt | Tax Location | Description |
|--------------|----------|-------------|--------------|-------------|
|              |          |             |              |             |

Adjustment in Special Handling:  (Amount must be negative.)

Adjustment in Shipping:  (Amount must be negative.)

Attachments

The total size of all attachments cannot exceed 10MB

5

6 查看信用备忘录，然后单击提交按钮提交发票。

**Subtotal: \$-5.00 USD**

**Total Tax: \$0.00 USD**

**Total Gross Amount: \$-5.00 USD**

**Total Net Amount: \$-5.00 USD**

**Amount Due: \$-5.00 USD**

6



## 发票提交方法 - 信用备忘录（行级）

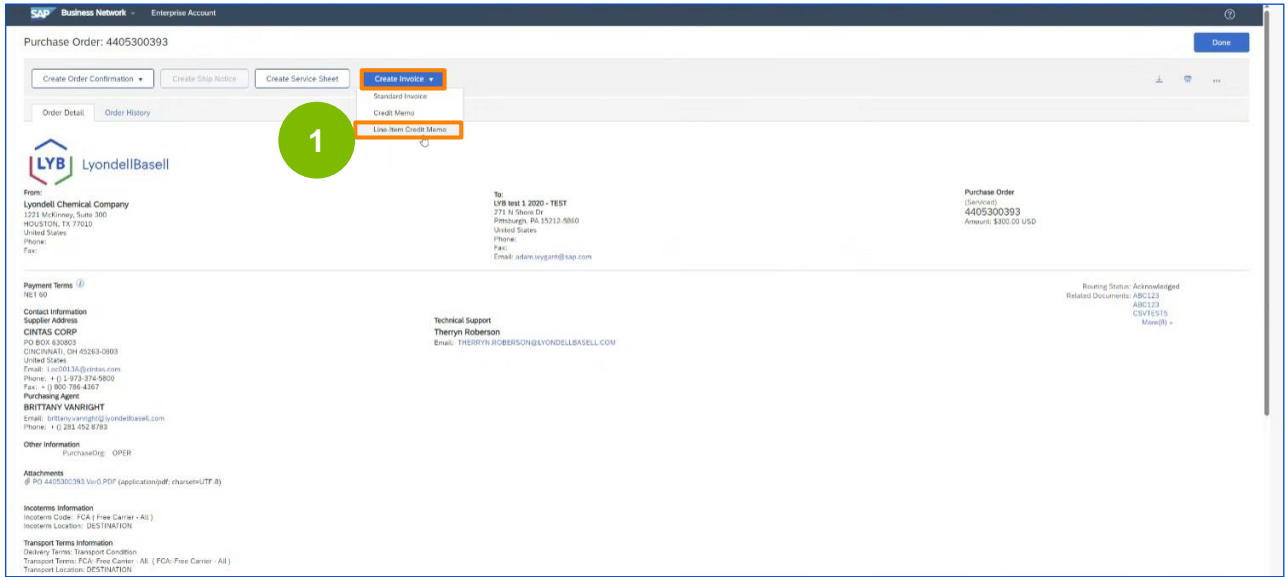
以下步骤适用于利安德巴赛尔供应商



## 发票提交方法 - 信用备忘录（行级）

1

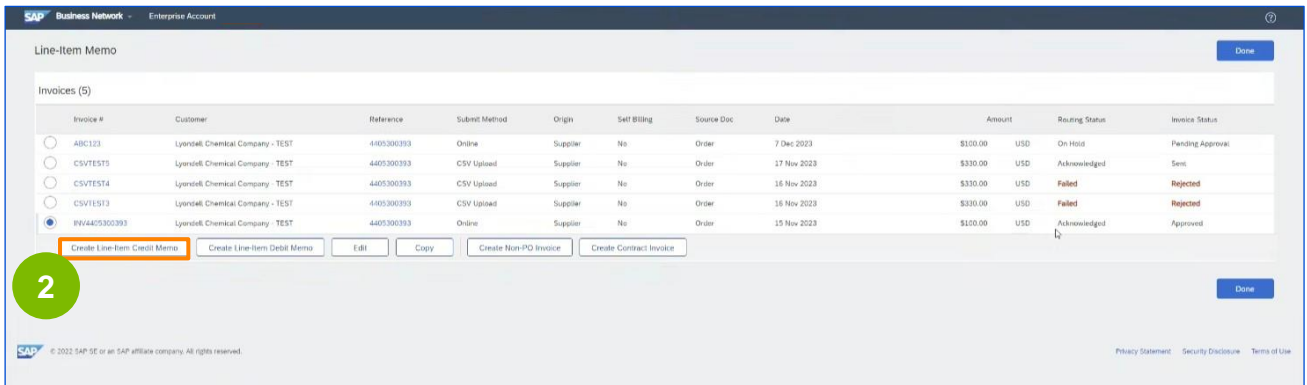
在所需订购单上，选择**创建发票 > 细列项目贷方备忘**，创建细列级贷方备忘。



出现**行项目备忘录**页面。

2

选择所需的**发票**，然后单击**"创建细列项目贷方备忘"**继续。





## 发票提交方法 - 信用备忘录（行级）

3

出现**创建细列项目备忘**页面。输入所需的**贷记备忘编号**和**贷记备忘日期**

SAP Business Network - Enterprise

Create Line-Item Credit Memo

Update Save Exit Next

Credit Memo Type

You are creating a Credit Memo with Price Adjustment

Invoice Header

Summary

Credit Memo ID: DM4405300393

Credit Memo Date: 7 Dec 2023

Original Invoice No: INV4405300393

Original Invoice Date: 15 Nov 2023

Supplier Tax ID:

Remit To: PO BOX 830803

CINCINNATI, OH  
United States

Bill To: Lyondell Chemical Company

HOUSTON, TX  
United States

Subtotal: \$-100.00 USD  
Total Tax: \$0.00 USD  
Amount Due: \$-100.00 USD

View/Edit Addresses

Tax

Header level tax  Line level tax

Shipping

Header level shipping  Line level shipping

Ship From: LYB test 1 2020 - TEST  
Pittsburgh, PA  
United States

Ship To: Lyondell Chemical Company  
Houston, TX  
United States

Deliver To:

4

向下滚动并添加所需的**服务开始日期**和**服务结束日期**。

HOUSTON, TX  
United States

Tax

Header level tax  Line level tax

Shipping

Header level shipping  Line level shipping

Ship From: LYB test 1 2020 - TEST  
Pittsburgh, PA  
United States

Ship To: Lyondell Chemical Company  
Houston, TX  
United States

Deliver To:

Additional Fields

Supplier Account ID:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: LYB test 1 2020 - TEST  
Pittsburgh, PA  
United States

Customer: Lyondell Chemical Company  
HOUSTON, TX  
United States

Bill From: LYB test 1 2020 - TEST  
Pittsburgh, PA  
United States

Supplier VAT

Supplier VAT Tax ID:

Customer VAT

Customer VAT Tax ID:

Comment

Reason for Credit Memo:



## 发票提交方法 - 信用备忘录 (行级)

5

在 "贷记备忘的原因" 字段中输入**贷记备忘**的原因作为注释。

Comment

Reason for Credit Memo: Please feel free to add comments

Default Credit Memo Comment Text:

Add to Header

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options Tax Category: 9% Super Fund / superfund Discount Add to Included Lines

| No. | Include                             | Type    | Part # | Description | Customer Part # | Quantity | Unit | Unit Price   | Decrease in Unit Price | Subtotal      |
|-----|-------------------------------------|---------|--------|-------------|-----------------|----------|------|--------------|------------------------|---------------|
|     | <input checked="" type="checkbox"/> | SERVICE |        | TST SERVICE |                 | 1        | SU   | \$100.00 USD | \$-100.00 USD          | \$-100.00 USD |

Service Sheet Details Service Sheet #: BVV4405300393 Service Line No.: 1

Service Period Service Start Date: 16 Nov 2023 Service End Date: 23 Nov 2023

Line Item Actions Delete

Update Save Exit **Next**

6

向下滚动并根据需要更新**单价**、**服务开始日期**和**服务结束日期**。单击**下一步**继续。

Comment

Reason for Credit Memo: Please feel free to add comments

Default Credit Memo Comment Text:

Add to Header

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options Tax Category: 9% Super Fund / superfund Discount Add to Included Lines

| No. | Include                             | Type    | Part # | Description | Customer Part # | Quantity | Unit | Unit Price   | Decrease in Unit Price | Subtotal      |
|-----|-------------------------------------|---------|--------|-------------|-----------------|----------|------|--------------|------------------------|---------------|
|     | <input checked="" type="checkbox"/> | SERVICE |        | TST SERVICE |                 | 1        | SU   | \$100.00 USD | \$-100.00 USD          | \$-100.00 USD |

Service Sheet Details Service Sheet #: BVV4405300393 Service Line No.: 1

Service Period Service Start Date: 16 Nov 2023 Service End Date: 23 Nov 2023

Line Item Actions Delete

Update Save Exit **Next**



**注：单价总是负数。**





## 发票提交方法 - 信用备忘录（行级）

7

在 "审核" 页面查看发票是否准确。如果无需更改，请单击 "提交" 将发票发送给利安德巴塞尔。

SAP Business Network - Enterprise Account

Create Line-Item Credit Memo

Confirm and submit the line-item credit memo. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is United States. The document's destination country is United States. If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Line-Item Credit Memo

(Original Invoice No: INV4405300393)

|                                                                |                           |
|----------------------------------------------------------------|---------------------------|
| Credit Memo Number: CM4405300393                               | Subtotal: \$-100.00 USD   |
| Credit Memo Date: Thursday 7 Dec 2023 8:23:04 AM GMT-06:00     | Tax Tot: \$0.00 USD       |
| Original Invoice Number: INV4405300393                         | Amount Due: \$-100.00 USD |
| Original Invoice Date: Wednesday 15 Nov 2023 2:14 PM GMT-06:00 |                           |
| Original Purchase Order: 4405300393                            |                           |
| Has Price Adjustment: Yes                                      |                           |

SERVICE PERIOD

Start Date: 7 Dec 2023  
End Date: 14 Dec 2023

|                                                                                  |                                                                                              |                                                                                                                |
|----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| <b>REMIT TO:</b><br>Date Hereafter:<br>Postal Address:<br>PO BOX 430093          | <b>BILL TO:</b><br>Lyondell Chemical Company<br>Postal Address:<br>1222 McKinney, Suite 300  | <b>SUPPLIER:</b><br>LYB test 1 2020 - TEST<br>Postal Address:<br>271 N Shore Dr                                |
| <b>BILL FROM:</b><br>LYB test 1 2020 - TEST<br>Postal Address:<br>271 N Shore Dr | <b>CUSTOMER:</b><br>Lyondell Chemical Company<br>Postal Address:<br>1222 McKinney, Suite 300 | <b>WIRE PAYMENT TO BANK:</b><br>FIFTH THIRD BANK<br>Account Name: CREDIT CORPORATION<br>Account Type: Checking |

SHIPPING INFORMATION:

|                                                                |                                                                                      |
|----------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <b>SHIP FROM:</b><br>LYB test 1 2020 - TEST<br>Postal Address: | <b>SHIP TO:</b><br>Lyondell Chemical Company<br>Postal Address (Receiving Location): |
|----------------------------------------------------------------|--------------------------------------------------------------------------------------|



**注意：**在发票创建过程中随时**保存发票**，以便日后处理。您最多可将发票草稿保存 7 天。

SAP Business Network - Enterprise Account

Invoice CM4405300393 has been submitted.

- Print a copy of the invoice
- End invoice creation

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**注意：**您将收到已提交发票的通知。您可以单击 "打印" 按钮打印发票，或单击 "退出" 按钮执行其他操作。



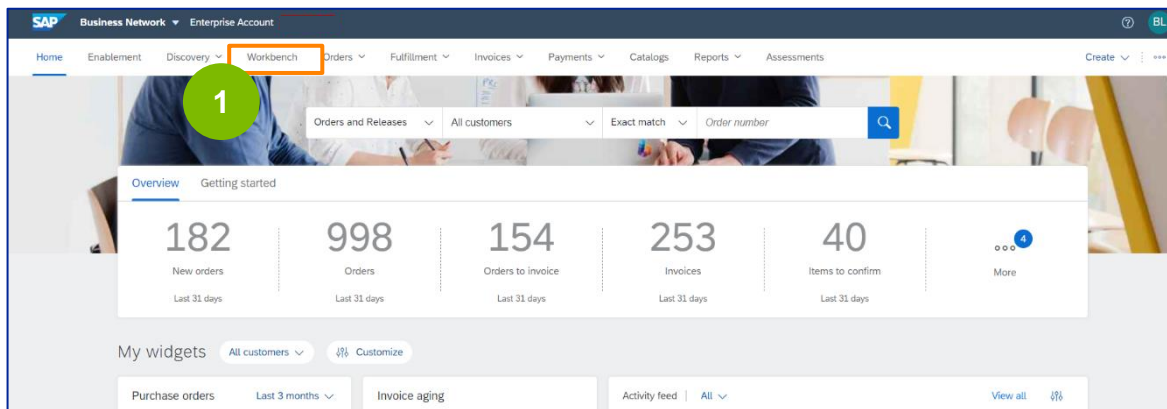
## 发票提交方法 - 复制发票

以下步骤适用于利安德巴赛尔供应商

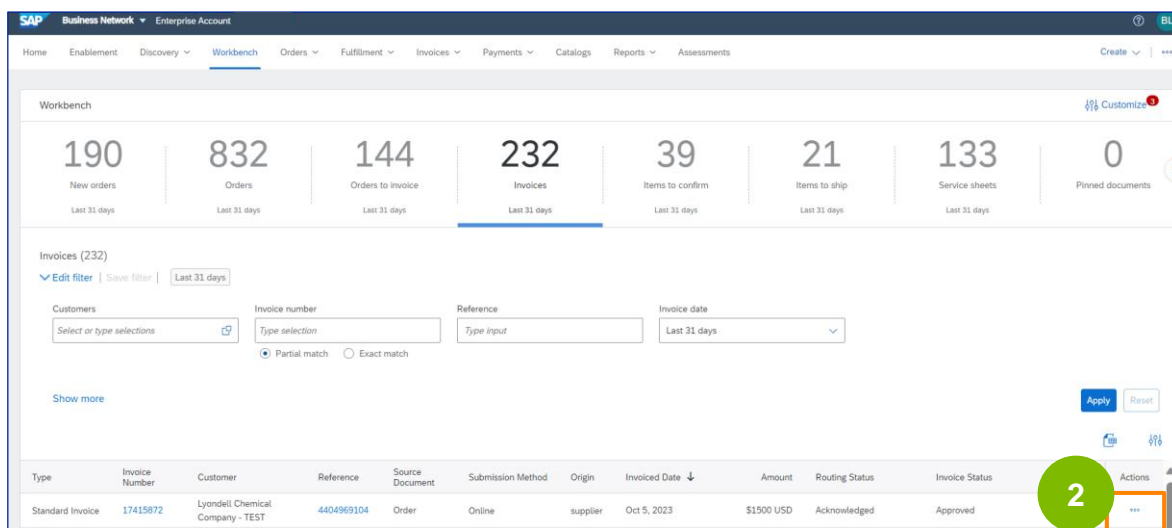


## 发票提交方法 - 复制发票

1 在 Ariba 网络主页上，单击工作台选项卡查看发票。



2 出现工作台页面。转到**发票**选项卡，选择要复制的发票的省略号按钮（...）。





## 发票提交方法 - 复制发票

3 出现下拉菜单。选择 "复制" 继续。

Workbench Customize

190 New orders (Last 31 days) | 832 Orders (Last 31 days) | 144 Orders to invoice (Last 31 days) | **232 Invoices (Last 31 days)** | 39 Items to confirm (Last 31 days) | 21 Items to ship (Last 31 days) | 133 Service sheets (Last 31 days) | 0 Pinned documents

Invoices (232) ▼ Edit filter | Save filter | Last 31 days

Customers:  | Invoice number:  | Reference:  | Invoice date:  | Invoice type:

Partial match  Exact match

[Show more](#)

| Type             | Invoice Number | Customer                         | Reference  | Source Document | Submission Method | Origin   | Invoiced Date ↓ | Amount     | Routing Status | Invoice  | Actions                                                                                        |
|------------------|----------------|----------------------------------|------------|-----------------|-------------------|----------|-----------------|------------|----------------|----------|------------------------------------------------------------------------------------------------|
| Standard Invoice | 17415872       | Lyondell Chemical Company - TEST | 4404969104 | Order           | Online            | supplier | Oct 5, 2023     | \$1500 USD | Acknowledged   | Approved | Edit<br>Copy <b>3</b><br>Cancel<br>Create line-item credit memo<br>Create line-item debit memo |

4 除发票号码外，字段将根据上一张发票预填。输入新的发票号码并根据需要编辑其他字段。

SAP Business Network Enterprise Account

Invoice: Copy of 17415872 Test Update Save Exit

**Invoice Header**

Summary

Purchase Order: 4404969104

**Invoice ID: 17415872** **4**

Invoice Date: 10/05/2023

Service Description:

Supplier Tax ID:

Header To: PO BOX 630803

FROM: CINCINNATI, OH United States

Bill To: Lyondell Chemical Company

HOUSTON, TX United States

Shipping

Header level shipping  Line level shipping

Ship From: LYB test 1 2023 - TEST

Ship To: Lyondell Chemical Company

Deliver To: Houston, TX United States

Payment Term

Net Terms (Days): 00

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: LYB test 1 2023 - TEST

Customer: Lyondell Chemical Company

HOUSTON, TX United States

Service Start Date: 5 Oct 2023

Service End Date: 5 Oct 2023



**注意：**对于增值税行，请确保该行的供货日期正确无误。如果希望在发票编号字段中添加字母，则必须使用大写字母（大写字母）



## 发票提交方法 - 复制发票

5 单击 "下一步" 继续。

Subtotal: \$1,500.00 USD  
Total Tax: \$0.00 USD  
Amount Due: \$1,500.00 USD

View/Edit Addresses

6 在 "审核" 页面查看发票是否准确。如果无需更改，请单击 "提交" 将发票发送给利安德巴塞尔。

Invoice: Copy of 4200017727

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is United States. The document's destination country is United States. If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: 754534345  
Invoice Date: Thursday 9 Oct 2023 4:29 PM GMT+08:00  
Original Purchase Order: 4200017727

Subtotal: \$200.00 USD  
Total Tax: \$0.00 USD  
Amount Due: \$200.00 USD

SERVICE PERIOD  
Start Date: 11 Oct 2023  
End Date: 31 Oct 2023

| REMIT TO:                 | BILL TO:                                                                                                                                                         | SUPPLIER:              |
|---------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| 利安德巴塞尔<br>Postal Address: | ChannelView Equiptor<br>Postal Address:<br>8281 Sheldon Road<br>ChannelView, TX 77530-2963<br>United States<br>Address ID: CHD<br>Phone (work): +1 (281) 4528888 | LYB test 1 2020 - TEST |

| BILL FROM:                                | CUSTOMER:                                                                                                                      | WIRE PAYMENT TO BANK:                                                                           |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| LYB test 1 2020 - TEST<br>Postal Address: | ChannelView Equiptor<br>Postal Address:<br>8281 Sheldon Road<br>ChannelView, TX 77530-2963<br>United States<br>Address ID: CHD | FIFTH THIRD BANK<br>Account Name:<br>Account Type:<br>Branch Name:<br>Account ID:<br>SWIFT Code |



**注意：**在发票创建过程中随时**保存发票**，以便日后处理。您最多可将发票草稿保存 7 天。



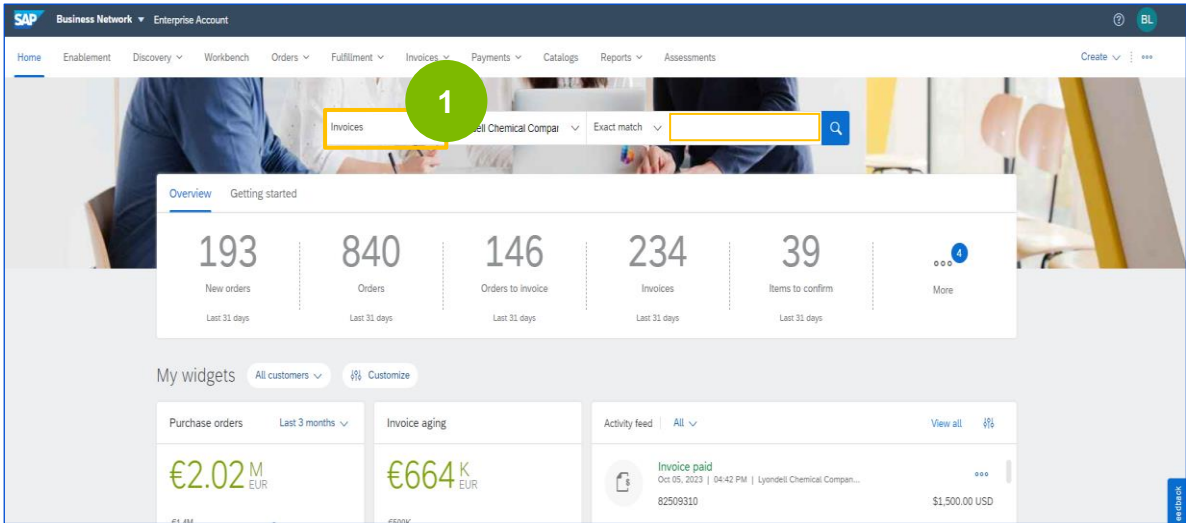
## 发票管理 - 搜索发票

以下步骤适用于利安德巴赛尔供应商

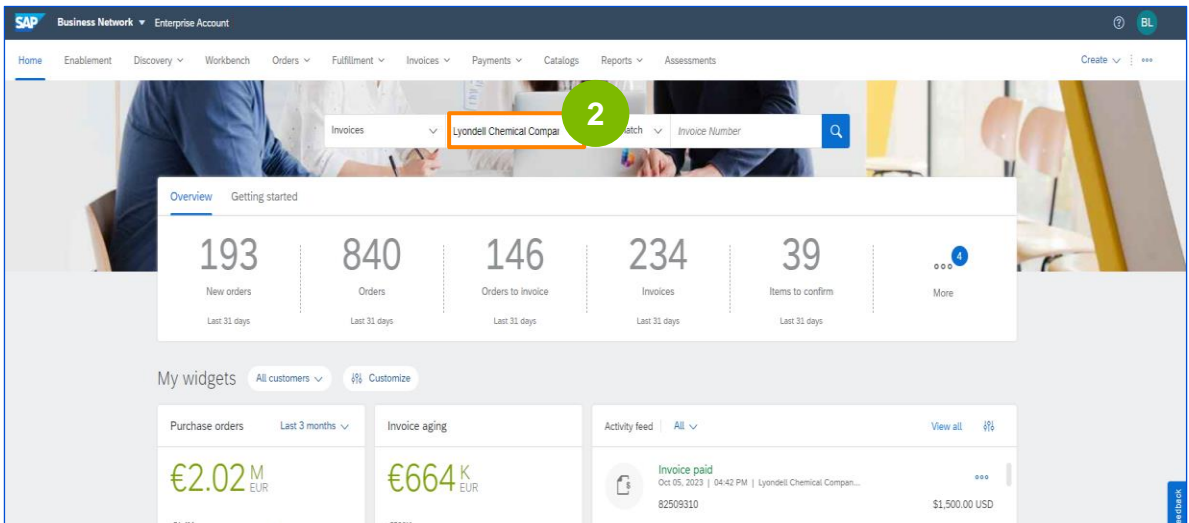


## 发票管理 - 搜索发票

1 从主页标签，在文档类型中选择**发票**进行搜索。



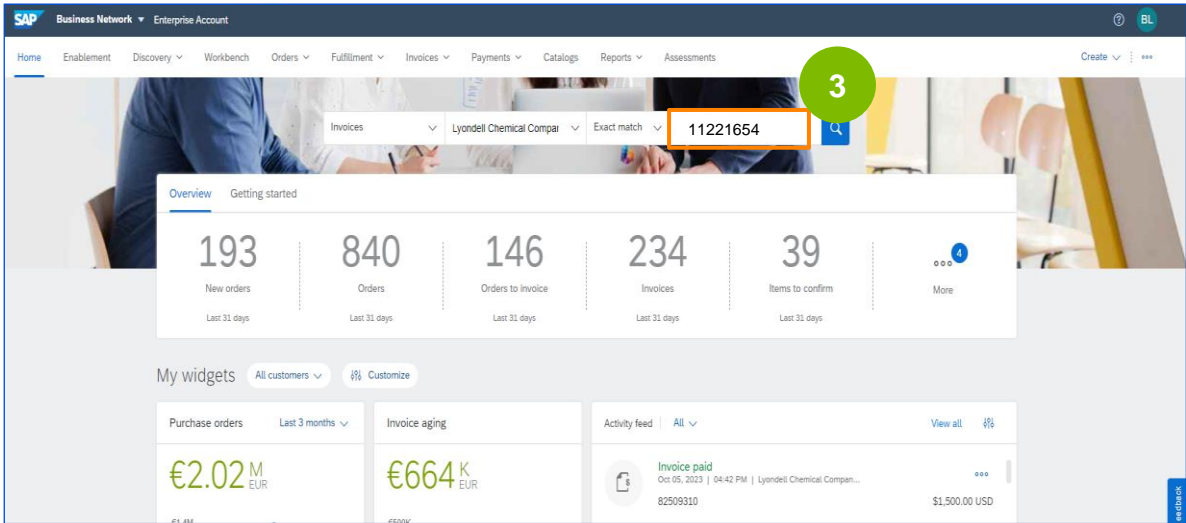
2 从客户下拉菜单中选择**利安德巴赛尔**。



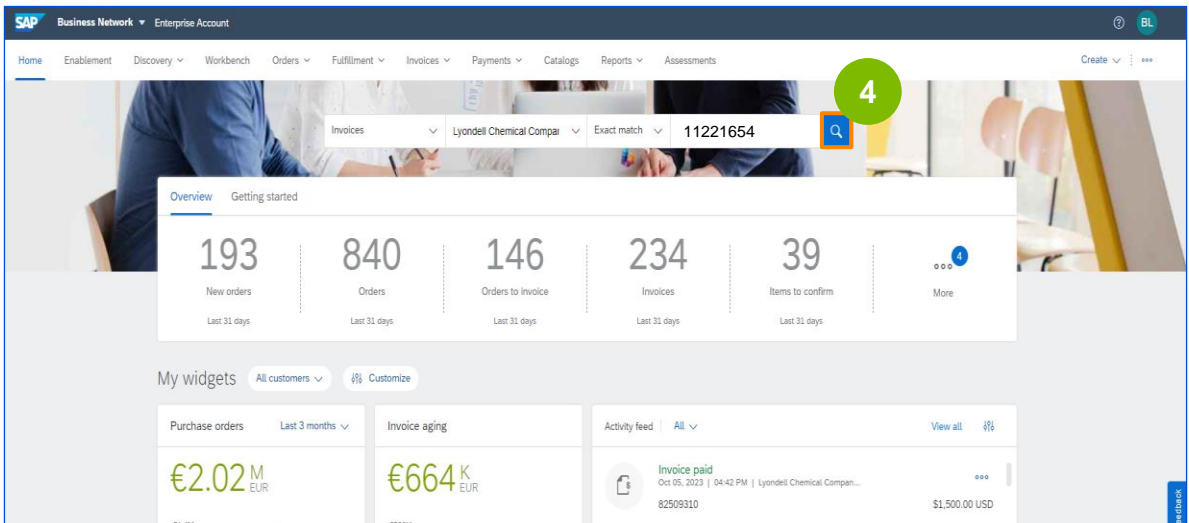


## 发票管理 - 搜索发票

3 输入所需的发票号码。



4 单击 "搜索" 按钮查看搜索结果。







## 发票管理 - 搜索发票

5

出现所需发票。选择发票号码查看详情。

5

| Invoice # | Customer                         | Reference  | Submit Method | Origin   | Self Billing | Source Doc | Date        | Amount       | Routing Status | Invoice Status   |
|-----------|----------------------------------|------------|---------------|----------|--------------|------------|-------------|--------------|----------------|------------------|
| 11221654  | Lyondell Chemical Company - TEST | 4404965929 | Online        | Supplier | No           | Order      | 11 Jul 2023 | \$100.00 USD | On Hold        | Pending Approval |

Invoice: 11221654

Copy This Invoice Print Download PDF Export cXML

Detail Scheduled Payments History

Standard Invoice

Status  
Invoice: Pending Approval  
Routing: On Hold  
Invoice Number: 11221654  
Invoice Date: Tuesday 11 Jul 2023 6:51 PM GMT+05:30  
Original Purchase Order: 4404965929  
Submission Method: Online  
Origin: Supplier  
Source Document: Order

Subtotal: \$100.00 USD  
Total Tax: \$0.00 USD  
Amount Due: \$100.00 USD

SERVICE PERIOD  
Start Date: 11 Jul 2023  
End Date: 11 Jul 2023

| REMIT TO:                                                                               | BILL TO:                                                                                                                          | SUPPLIER:                                                                                                 |
|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|
| 齐恩·多伊<br>Postal Address:<br>PO BOX 630803<br>CINCINNATI, OH 45263-0803<br>United States | Lyondell Chemical Company<br>Postal Address:<br>1221 McKinney, Suite 300<br>HOUSTON, TX 77010<br>United States<br>Address ID: 130 | LYB test 1 2020 - TEST<br>Postal Address:<br>271 N Shore Dr<br>Pittsburgh, PA 15212-5860<br>United States |



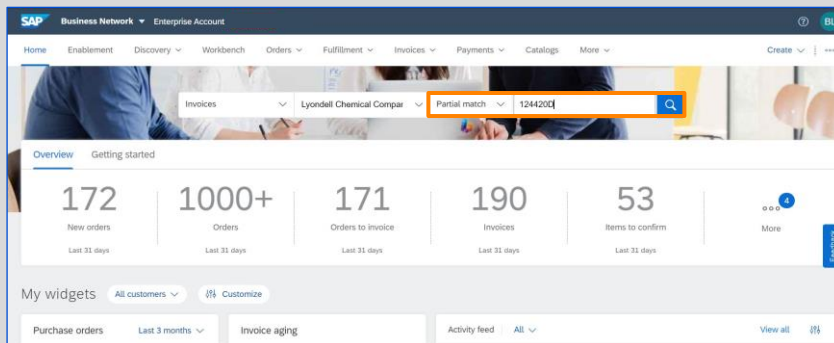
注意：出现所需发票的详细信息。



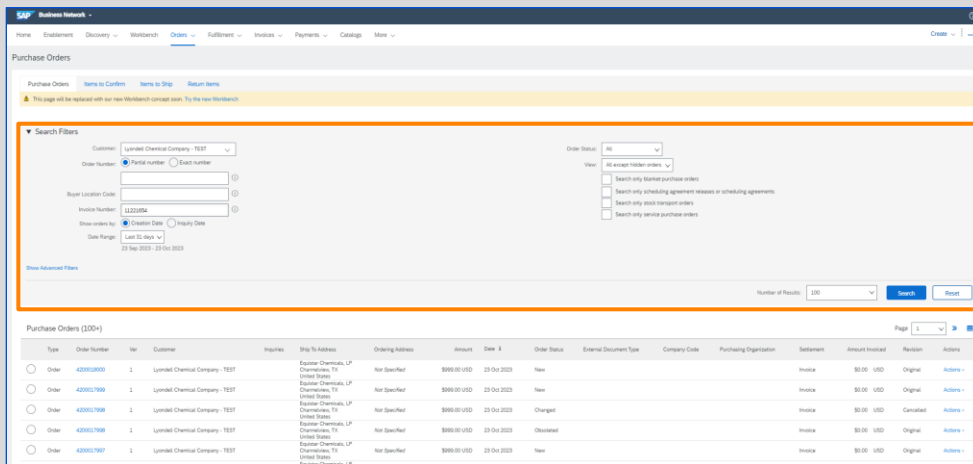
## 发票管理 - 搜索发票



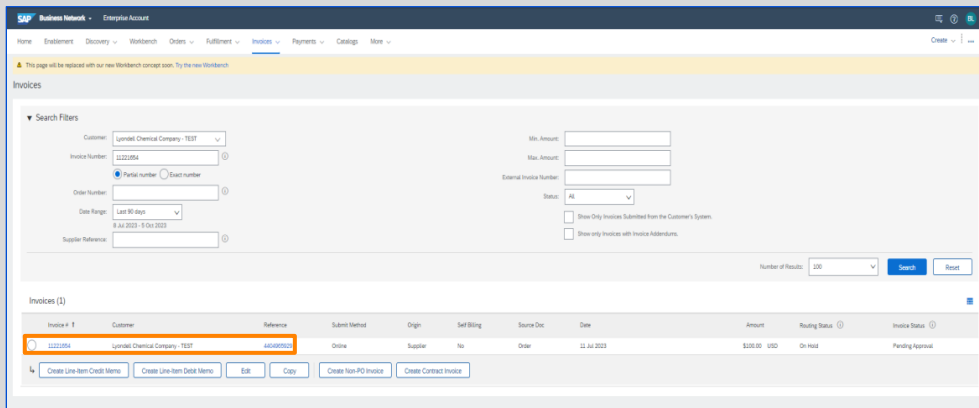
**注意：** 如果不知道准确的发票号码，可以在下拉菜单中选择部分匹配，然后单击搜索。



选择所需的搜索筛选器以获得更精确的搜索结果，然后单击搜索。



所需发票就会出现。您可以点击发票号码查看其他详细信息。





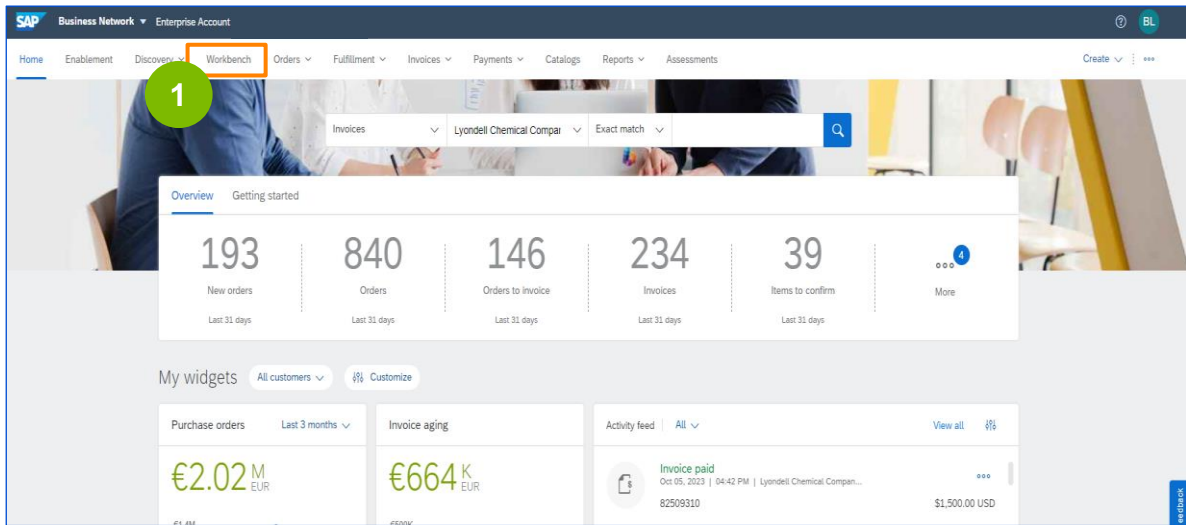
## 发票管理 - 检查发票状态

以下步骤适用于利安德巴赛尔供应商

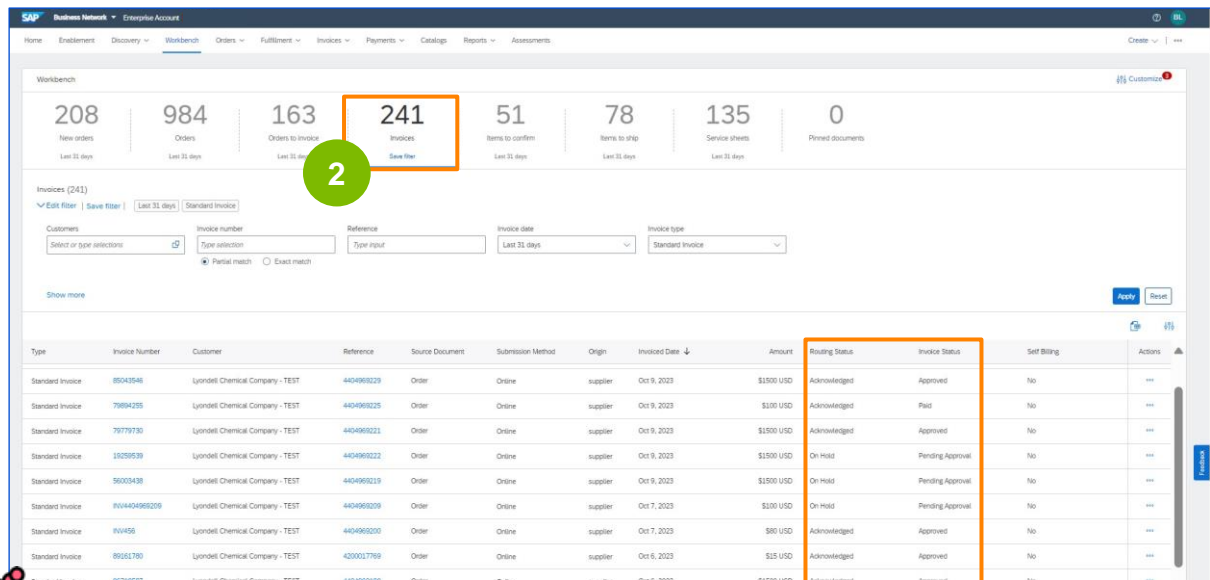


## 发票管理 - 检查发票状态

1 在 Ariba 网络主页上，选择**工作台**选项卡查看发票列表。



2 出现工作台选项卡。选择**"发票"**，查看发票列表及其路由和发票状态。



注：您还可以通过发票号码进行搜索，从而缩小搜索范围。



## 发票管理 - 检查发票状态



### 请注意：

如果您已配置发票通知，您将收到有关发票状态变化的电子邮件。您可以通过选择电子邮件中的发票链接或使用搜索说明直接登录 Ariba 网络查看发票状态。

**路由状态**反映了通过 Ariba 网络向利安德巴塞尔传送发票的状态。

- **废止** - 您取消了发票
- **失败** - 发票未能送达利安德巴塞尔。这可能是由于开票规则造成的，请检查历史选项卡以查看拒绝原因。
- **排队等候** - Ariba 网络收到发票，但尚未处理
- **已发送** - Ariba Network 将发票发送到队列中。发票正在等待客户领取
- **已确认** - 利安德巴塞尔开票应用程序已确认收到发票

**发票状态**反映发票的具体状态。

- **已发送** - 利安德巴塞尔开票应用程序已收到发票，但尚未将发票与采购订单和收据进行核对
- **批准** - 利安德巴塞尔公司已根据采购订单和收据核实发票，并批准付款
- **已支付** - 利安德巴塞尔已支付发票或正在付款。**Rejected (拒绝)** - 利安德巴塞尔拒绝了该发票或该发票未能通过 Ariba 网络的验证。
- **失败** - Ariba 网络在路由发票时遇到问题



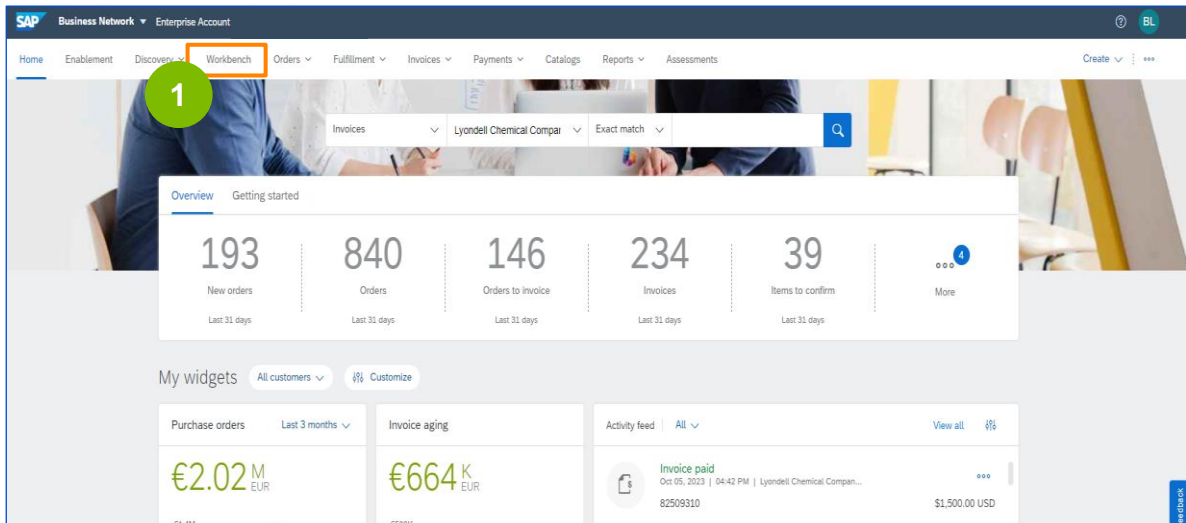
## 发票管理 - 检查付款状态

以下步骤适用于利安德巴赛尔供应商

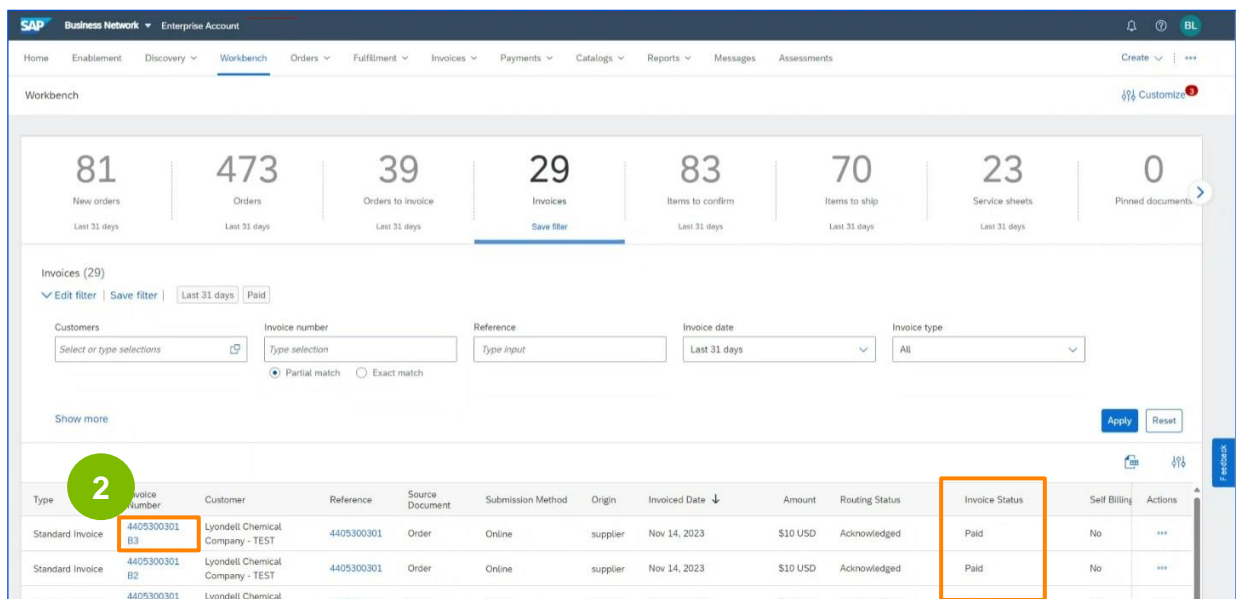


## 发票管理 - 检查付款状态

1 在 Ariba 网络主页上，选择**工作台**选项卡查看发票列表。



2 出现工作台选项卡。选择发票号码，查看发票付款详情。确保发票状态设置为已支付





## 发票管理 - 检查付款状态

3

出现发票详情。单击 "计划付款" 选项卡，查看即将到来的付款计划。

Invoice: 4405300301B3

Copy This Invoice Download PDF Export cXML

Detail **Schedulded Payments** Remittance History

Standard Invoice

Status: Paid  
Invoice: Acknowledged  
Invoice Number: 4405300301B3  
Invoice Date: Wednesday 15 Nov 2023 1:38 AM GMT+08:00  
Original Purchase Order: 4405300301  
Submission Method: Online  
Origin: Supplier  
Source Document: Order

Subtotal: \$10.00 USD  
Total Tax: \$0.00 USD  
Total Shipping: \$0.00 USD  
Amount Due: \$10.00 USD

REMIT TO: Dale Horowitz  
Postal Address: PO BOX 630803  
地址

BILL TO: Houston Refining LP  
Postal Address: 地址

SUPPLIER: LYB test 1 2020 - TEST  
Postal Address: 地址

BILL FROM: LYB test 1 2020 - TEST  
Postal Address: 771 N. Shore Dr.

CUSTOMER: Houston Refining LP  
Postal Address: 1721 Mockliney, Suite 700

WIRE PAYMENT TO BANK: FIFTH THIRD BANK  
Account Name: CINTAS CORPORATION  
Account Type: Checking

4

出现 "计划付款" 选项卡。您可以在这里查看付款详情和状态。单击 "汇款" 选项卡查看汇款详情。

Invoice: 4405300301B3

Copy This Invoice Download PDF Export cXML

Detail Scheduled Payments **Remittance** History

| Payment Proposal | Date        | Accepted Date | Planned Payment Date | Method | Original Amount | Discount/Interest | Adjustment | Amount Due  | Status | Action |
|------------------|-------------|---------------|----------------------|--------|-----------------|-------------------|------------|-------------|--------|--------|
|                  | 14 Nov 2023 |               |                      | ACH    | \$10.00 USD     | \$0.00 USD        |            | \$10.00 USD | Paid   |        |

Copy This Invoice Download PDF Export cXML

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## 发票管理 - 检查付款状态

5

出现汇款详情。单击**参考编号**查看付款详情文件。

Invoice: 4405300301B3

Copy This Invoice Download PDF Export cXML

Detail Scheduled Payments Remittance History

| Reference No.         | Type | Payment Proposal | Status | Payment Date | Method | Received On |
|-----------------------|------|------------------|--------|--------------|--------|-------------|
| 2.20231114.6900196445 |      |                  | Paid   | 14 Nov 2023  | ACH    | 14 Nov 2023 |

Gross: \$10.00 USD  
Discount: \$0.00 USD  
Adjustment: \$0.00 USD  
Net: \$10.00 USD

Copy This Invoice Download PDF Export cXML

6

出现汇款详情。向下滚动查看细列项目，然后单击**完成**退出。

Remittance Advice 2.20231114.6900196445 (paid)

Print Export XML Download CSV

Detail History

**LYB** LyondellBasell

From: Lyondell Chemical Company - TEST  
To: LYB NW 1 2023 - TEST

REMITTANCE ADVICE  
2.20231114.6900196445 (paid)  
Gross Amount: \$30.00 USD  
Withholding Tax: \$0.00 USD  
Amount Paid: \$30.00 USD  
Estimated Settlement on: 14 Nov 2023

Payment Detail

Payment Method: ACH (payment)  
Reference Number: 690039645  
Pooled Payment: 2.20231114.690039645  
Identified Debtor: None

Reading Status: Sent  
Transaction Date: 14 Nov 2023

ADDITIONAL INFORMATION

Line Items (3)

| Line # | Payable Reference                    | Gross Amount | Discount   | Withholding Tax | Adjustment | Net Amount Paid | Scheduled Payment |
|--------|--------------------------------------|--------------|------------|-----------------|------------|-----------------|-------------------|
| 1      | Invoice: 4405300301B3 (Direct Debit) | \$30.00 USD  | \$0.00 USD |                 |            | \$30.00 USD     |                   |
| 2      | Invoice: 4405300301B2 (Direct Debit) | \$30.00 USD  | \$0.00 USD |                 |            | \$30.00 USD     |                   |
| 3      | Invoice: 4405300301B3 (Direct Debit) | \$30.00 USD  | \$0.00 USD |                 |            | \$30.00 USD     |                   |

Gross Amount: \$30.00 USD  
Discount Applied: \$0.00 USD  
Withholding Tax: \$0.00 USD  
Adjustment: \$0.00 USD  
Amount Paid: \$30.00 USD



**注：** 汇款通知单号码由清算日期和清算号码组成。前八个数字是年、月、日，然后是结算编号。



## 发票管理 - 检查付款状态



注：您可以通过**发票 > 汇款**查看所有批量汇款的列表

| Invoice Number | Customer                         | Reference  | Invoiced Date | Amount       | Routing Status | Invoice Status | From address                                | To address                            | Actions |
|----------------|----------------------------------|------------|---------------|--------------|----------------|----------------|---------------------------------------------|---------------------------------------|---------|
| INV4405300309C | Lyondell Chemical Company - TEST | 4405300309 | Nov 14, 2023  | \$390000 USD | Acknowledged   | Approved       | LYB test 1 2020 - TEST, Pittsburgh, PA, USA | Houston Refining LP, HOUSTON, TX, USA | ...     |
| INV4405300309B | Lyondell Chemical Company - TEST | 4405300309 | Nov 14, 2023  | \$390000 USD | Acknowledged   | Approved       | LYB test 1 2020 - TEST, Pittsburgh, PA, USA | Houston Refining LP, HOUSTON, TX, USA | ...     |

出现所有汇款的清单。

| Transaction           | Customer                         | Payment Date | Account ID | Method | Reference Number | Gross     | Discount | Adjustment | Net       | Status | Routing Status | Difference |
|-----------------------|----------------------------------|--------------|------------|--------|------------------|-----------|----------|------------|-----------|--------|----------------|------------|
| Z.20231114.6900196445 | Lyondell Chemical Company - TEST | Nov 14, 2023 |            | ACH    | 6900196445       | \$30 USD  | \$0 USD  | \$0 USD    | \$30 USD  | Paid   | Sent           |            |
| Z.20231114.6900196444 | Lyondell Chemical Company - TEST | Nov 14, 2023 |            | ACH    | 6900196444       | \$300 USD | \$0 USD  | \$0 USD    | \$300 USD | Paid   | Sent           |            |
| Z.20231114.690019644  | Lyondell Chemical Company - TEST | Nov 14, 2023 |            | ACH    | 6900196443       | \$800 USD | \$0 USD  | \$0 USD    | \$800 USD | Paid   | Sent           |            |



## 发票管理 - 发票历史记录

以下步骤适用于利安德巴赛尔供应商



## 发票管理 - 发票历史记录

1

打开希望查看发票历史记录的发票。单击**历史**选项卡继续。

SAP Business Network - Enterprise Account

Invoice: 10060220

Copy This Invoice Print Download PDF Export cXML

Detail Scheduled Payments **History**

Standard Invoice

Status  
Invoice: Paid  
Routing: Acknowledged  
Invoice Number: 10060220  
Invoice Date: Wednesday 20 Sep 2023 2:32 PM GMT+01:00  
Original Purchase Order: 4404968201  
Submission Method: Online  
Origin: Supplier  
Source Document: Order

SERVICE PERIOD  
Start Date : 20 Sep 2023  
End Date : 20 Sep 2023

2

出现发票历史页面，显示发票的历史和状态备注。查看详情并点击**完成**退出。

Invoice: 10060220

Copy This Invoice Download PDF Export cXML

Detail Scheduled Payments History

Invoice: 10060220  
Invoice Status: Paid  
Received By: SAP Business Network On: 20 Sep 2023 6:57:25 PM GMT+05:30  
Submitted By: Bradley Lapp

To: Lyondell Chemical Company - TEST  
Routing Status: Acknowledged

| Status       | Comments                                                                                          | Changed By                    | Date and Time          |
|--------------|---------------------------------------------------------------------------------------------------|-------------------------------|------------------------|
|              | The invoice was successfully received.                                                            | LYB test 1 2020 - TEST        | 20 Sep 2023 6:57:20 PM |
| On Hold      | cXML InvoiceDetailRequest queued                                                                  | Supplier                      | 20 Sep 2023 6:57:32 PM |
|              | Invoice date automatically changed to 2023-09-20T14:32:01+01:00 after service sheet approval      | PropagatorProcessor-109548034 | 20 Sep 2023 7:02:02 PM |
|              | The invoice status has been successfully updated to approved by Lyondell Chemical Company - TEST. | PropagatorProcessor-109548034 | 20 Sep 2023 7:02:02 PM |
| Queued       |                                                                                                   | Supplier                      | 20 Sep 2023 7:02:02 PM |
|              | Comments from Lyondell Chemical Company - TEST: Success                                           | PropagatorProcessor-109542030 | 20 Sep 2023 7:02:54 PM |
| Acknowledged |                                                                                                   | Supplier                      | 20 Sep 2023 7:02:55 PM |
|              | The invoice status has been successfully updated to Approved by Lyondell Chemical Company - TEST. | PropagatorProcessor-109523038 | 20 Sep 2023 7:06:04 PM |
|              | The invoice status has been successfully updated to Paid by Lyondell Chemical Company - TEST.     | PropagatorProcessor-109548036 | 20 Sep 2023 7:13:12 PM |

Copy This Invoice Download PDF Export cXML

Done



**注意：**交易历史记录可用于确定交易失败或被拒绝的问题。



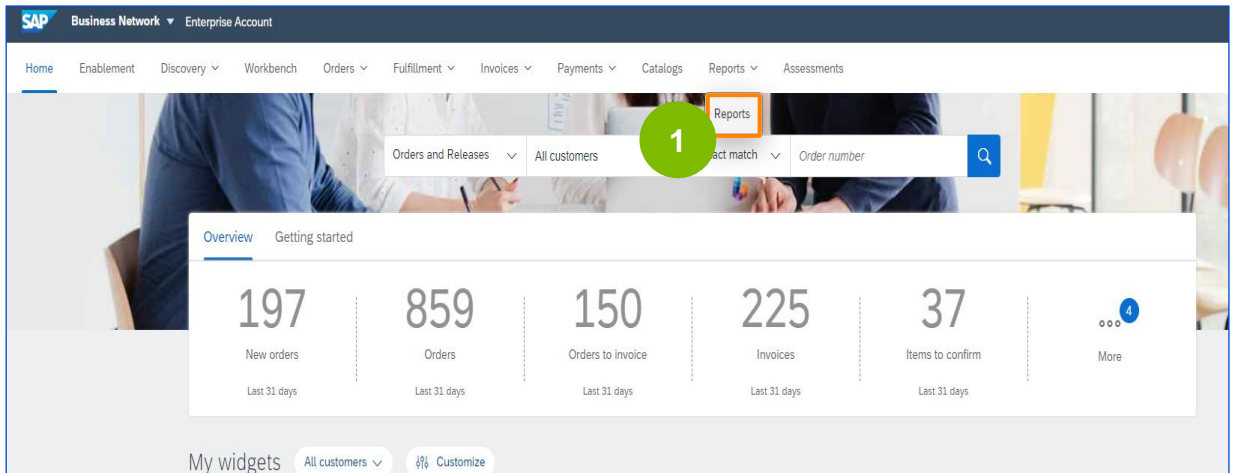
## 发票管理 - 发票报告

以下步骤适用于利安德巴赛尔供应商

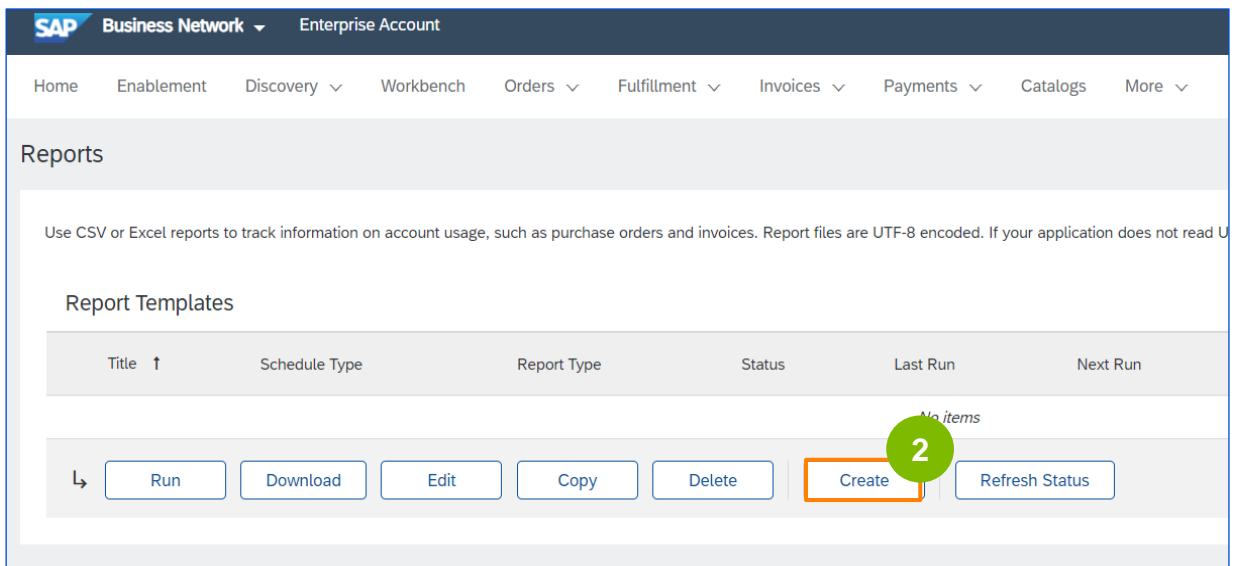


## 发票管理 - 发票报告

1 单击 SAP Ariba 主页屏幕上的**报告**选项卡创建报告。



2 出现报告页面。单击 **"创建"** 创建新报告。



**注意：** 交易历史记录可用于确定交易失败、待处理或被拒绝的问题。



## 发票管理 - 发票报告

3

输入报告**标题**，选择报告**类型**，添加任何你认为必要的其他细节，然后单击**下一步**继续。

SAP Business Network - Enterprise Account

Report

Enter a title and description for this report. Check the Time Zone and Language settings. You can set the Time Zone and Language for each report. Then, select the Report Type.

1 Report Description

2 Criteria

Title: Report1

Description:

Time zone: CET

Language: English

Report type: Invoice

Next Exit

Next Exit

4

出现 "标准" 部分。单击客户字段旁边的**选择**按钮，查找利安德巴塞尔公司

SAP Business Network - Enterprise Account

Report

Set the parameters for this report. To save your changes and put the report into the queue to be run, click Submit. To exit without saving changes or running this report, click Exit.

1 Report Description

2 Criteria

Customer: All Customers **Select**

Invoice Number:

Invoice Amount: to

Routing Status: Any

Invoice Status: Any

Invoices without Payment Receipts

Created Date: 24 Sep 2023 To 24 Oct 2023

Maximum Results Returned: 100

Previous Submit Exit

Previous Submit Exit



## 发票管理 - 发票报告

5

出现 "选择客户" 屏幕。查找并选择利安德巴塞尔，然后单击确定。

Select customers

Selected Customers

No items

Remove

Company Name:  Search

Customer

Lyondell Chemical Company - TEST

Lyondell Chemical Company Supplemental - TEST

Add

OK Cancel

6

输入所需的报告信息。

Report

Set the parameters for this report. To save your changes and put the report into the queue to be run, click Submit. To exit without saving changes or running this report, click Exit.

1 Report Description

2 Criteria

Customer: Lyondell Chemical Company - TEST

Invoice Number:

Invoice Amount:  to

Routing Status: Any

Invoice Status: Any

Invoices without Payment Receipts

Created Date: 24 Sep 2023 To 24 Oct 2023

Maximum Results Returned: 100

Previous Submit Exit



**注意：**根据您选择的报告类型，该屏幕可能有所不同。如果想查看所有结果，请将发票号码字段留空。





## 发票管理 - 发票报告

7 单击 "提交" 继续。

SAP Business Network - Enterprise Account

Report

Set the parameters for this report. To save your changes and put the report into the queue to be run, click Submit. To exit without saving changes or running this report, click Exit.

1 Report Description

2 Criteria

Customer: Lyndell Chemical Company - TEST

Invoice Number:

Invoice Amount:  to

Routing Status: Any

Invoice Status: Any

Invoices without Payment Receipts

Created Date: 24 Sep 2023 To 24 Oct 2023

Maximum Results Returned: 100

Previous Submit Exit

8 您将被重定向到 "报告" 屏幕。单击 "刷新状态" 按钮查看报告的更新状态。

SAP Business Network - Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs More

Reports

Use CSV or Excel reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application does not read UTF

Report Templates

| Title ↑       | Schedule Type | Report Type          | Status | Last Run | Next Run |
|---------------|---------------|----------------------|--------|----------|----------|
| Early Payment | Manual        | Early Payment Detail | Queued |          | st 2023  |

Run Download Edit Copy Delete Create Refresh Status



## 发票管理 - 发票报告

9 一旦报告状态变为 "已处理", 单击 "下载" 按钮下载报告。

Use CSV or Excel reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application does not read UTF-8, it might not display all Asian and accented characters in the downloaded file correctly.

| Title   | Schedule Type | Report Type | Status    | Last Run    | Next Run | Created     | Created By   | Report Size |
|---------|---------------|-------------|-----------|-------------|----------|-------------|--------------|-------------|
| Report1 | Manual        | Invoice     | Processed | 25 Oct 2023 |          | 25 Oct 2023 | Bradley Lapp | 356 B       |

Run Download Edit Copy Delete Create Refresh Status

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## 发票管理 - 发票存档

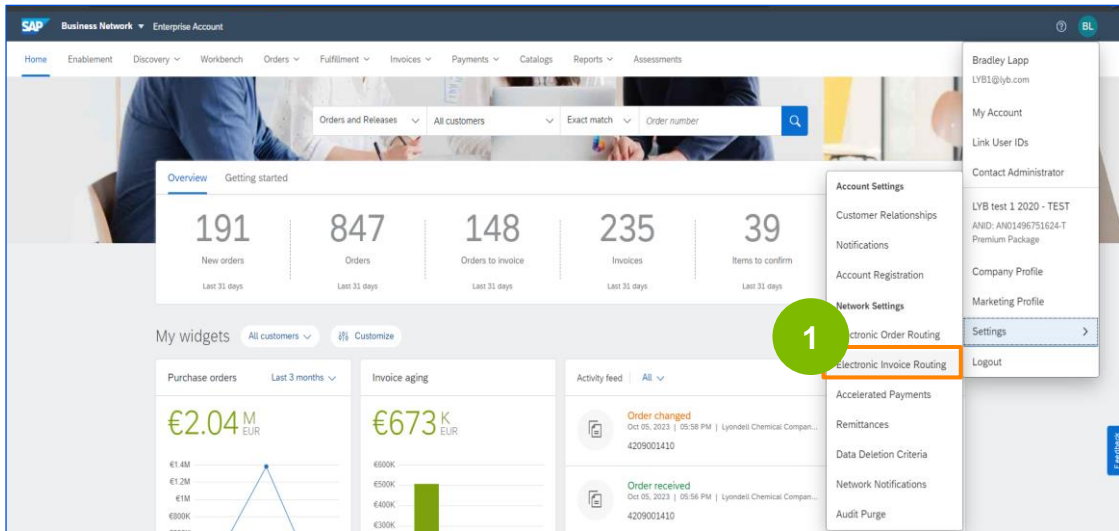
以下步骤适用于利安德巴赛尔供应商



## 发票管理 - 发票档案

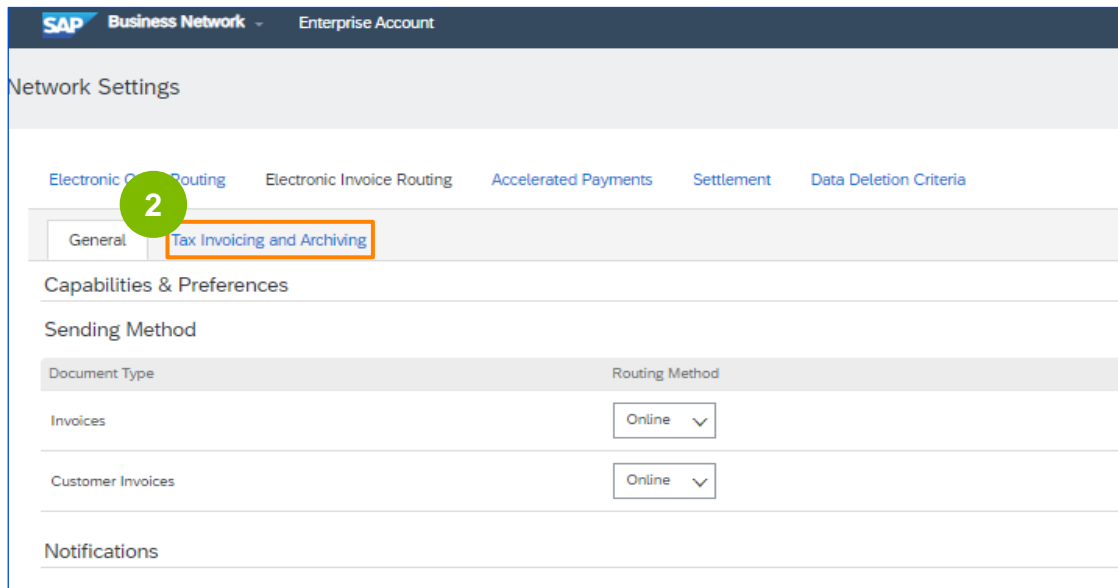
1

单击配置文件图标 -> 设置 -> 电子发票路由，查看网络设置页面。



2

出现网络设置页面。  
选择 "税务发票开具和存档" 选项卡。



**注意：**配置发票存档可让您指定压缩发票存档的频率、即时性和交付。



## 发票管理 - 发票档案

3

出现网络设置页面。单击**配置发票存档**按钮配置发票存档规则。

Network Settings

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement Data Deletion Criteria

General Tax Invoicing and Archiving

Tax Information

Tax Classification: (no value) [v]  
Taxation Type: (no value) [v]  
Tax ID: [ ] Do not enter dashes  
State Tax ID: [ ] Do not enter dashes  
Regional Tax ID: [ ] Do not enter dashes  
Vat ID: [ ]  
 VAT Registered  
VAT Registration Document: <No document> [Upload]  
 Tax Clearance  
Tax Clearance Number: 3500104900 [ ]  
Tax Clearance Document: <No document> [Upload]  
Tax Clearance Expiry Date: [ ] [ ]  
Exempt from Backup Withholding:  Yes  No

Invoice Archival

SAP Business 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 SAP Business Network to archive your invoices. Based on the option you have selected, SAP Business Network automatically waits for a 30-day period to download archived invoices from the [Outbox > Archived Invoices](#) page.

**3**

Configure Invoice Archival

4

选择所需的频率，选择**"立即存档"**以存档而无需等待 30 天，然后单击**"开始"**。如果希望 Ariba 交付已存档的压缩文件，请输入存档交付 URL。

SAP Business Network Enterprise Account

Invoice Archival

SAP Business 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 SAP Business Network to archive your invoices. Based on the option you have selected, SAP Business Network automatically waits for a 30-day period to download archived invoices from the [Outbox > Archived Invoices](#) page.

Twice Daily  
 Daily  
 Weekly  
 Every Two Weeks  
 Monthly

Archiving Start Time: 0 AM [v] : [ ] CET [i]

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]

**4**



**注意：**您可以随时停止或更新存档频率。



## 发票管理 - 发票档案

5

单击 "保存" 保存设置。

SAP Business 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 SAP Business Network to archive your invoices. Based on the option you have selected, SAP Business 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 SAP Business 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: 8 AM : CET

Archive Immediately

Stop Update Frequency

The first archive file will be available on 11/07/2023

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

Upload

Tax Clearance

Tax Clearance Number: 3606104900

Tax Clearance Document: -No document-  
Upload

Tax Clearance Expiry Date:

Exempt from Backup Withholding:  Yes  No

Invoice Archival

SAP Business 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 SAP Business Network to archive your invoices. Based on the option you have selected, SAP Business 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 SAP Business 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

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. SAP Business 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.

If recurring or one time data deletion feature is enabled, the invoices will be deleted. You may not be able to search or retrieve those invoices from the archiving service provider.

Save Close



**注意：**您还可以导航至**税务发票开具和存档**屏幕，订阅长期文件存档，以获得综合存档解决方案。



谢谢



# Portuguese





# Guia de fatura da rede Ariba

## Auxílio ao trabalho

**Publicado:** Outubro de 2023  
**Proprietário:** Equipe Source-to-Pay



## Finalidade

O objetivo deste auxílio de trabalho é fornecer um guia passo a passo sobre como enviar e gerenciar faturas na Ariba Network.



## Público-alvo

Esta ajuda de trabalho é para as seguintes funções:

- **Fornecedores habilitados para a rede LyondellBasell Ariba**

## Índice

Navegue pelo auxílio ao trabalho selecionando a seção apropriada:

- **Processo de fatura - Regras de fatura**
- **Métodos de envio de faturas - PO Flip (Materiais)**
- **Métodos de envio de faturas - PO Flip (Serviços)**
- **Métodos de envio de faturas - Faturas de contrato**
- **Métodos de envio de faturas - Nota de crédito (nível do cabeçalho)**
- **Métodos de envio de faturas - Nota de crédito (nível de linha)**
- **Métodos de envio de faturas - Copiar faturas**
- **Gerenciamento de faturas - Pesquisar faturas**
- **Gerenciamento de faturas - Verificar o status da fatura**
- **Gerenciamento de faturas - Verificar o status do pagamento**
- **Gerenciamento de faturas - Histórico de faturas**
- **Gerenciamento de faturas - Relatórios de faturas**
- **Gerenciamento de faturas - Arquivamento de faturas**



## Referências

Você pode ver informações adicionais aqui:

- **Site do fornecedor da LyondellBasell**





## Processo Procure-to-Pay: Entrada de mercadorias

1

Confirmação de pedido

2

Confirmação de pedido

3

Notificação avançada de remessa

4

Entrada de mercadorias  
(Somente materiais)

5

Fatura



Receber pedido

Cada pedido deve ser recebido para que a fatura seja emitida.



Processamento de pedidos

O tempo padrão de processamento do recebimento de mercadorias da LyondellBasell é de **2 a 3 dias**.

Após o registro da entrada de mercadorias, o status **Recebido** é enviado automaticamente para a Ariba Network, informando ao fornecedor que ele está pronto para faturar.



Consultas sobre entrada de mercadorias

As dúvidas sobre o recebimento de mercadorias devem ser enviadas ao Suporte Técnico do PO, cujo endereço de e-mail está indicado no pedido de compra.



## Processo Procure-to-Pay: Faturamento

1

Confirmação de pedido

2

Confirmação de pedido

3

Notificação avançada de remessa

4

Entrada de mercadorias  
(somente materiais)

5

Fatura

### Suporte na rede Ariba

- ✓ Envio de faturas individuais e em massa por meio da Ariba Network
- ✓ Visibilidade aprimorada do fornecedor
  - Status da fatura
  - Histórico
  - Relatórios
- ✓ Regras seriais incorporadas anteriores a **Faturamento:**
  - Confirmação de pedido
  - Confirmação de pedido
- ✓ Avisos prévios de remessa
  - Entrada de mercadorias
- ✓ A quantidade e o preço do pedido devem corresponder
  - OPs de materiais, reparos e serviços
- ✓ Faturas parciais
- ✓ Frete/imposto no cabeçalho da fatura
- ✓ Notas de crédito
- ✓ Backdating



## Processo Procure-to-Pay: Faturamento

1

Confirmação de pedido

2

Confirmação de pedido

3

Notificação avançada de remessa

4

Entrada de mercadorias  
(Somente materiais)

5

Fatura

### Não suportado na rede Ariba

- ✗ Faturas em papel (PDF)**  
A LyondellBasell exige que as faturas sejam enviadas eletronicamente por meio da Ariba Network; a LyondellBasell não aceitará mais faturas impressas por e-mail
- ✗ Faturas não PO, faturas resumidas ou consolidadas**  
Solicitação contra vários pedidos de compra; não aceito pela LyondellBasell
- ✗ Faturamento de cartões de compra (P-Cards)**  
Uma fatura para um pedido feito usando um cartão de compras; não aceita pela LyondellBasell
- ✗ Faturas duplicadas**  
Um número de fatura novo e exclusivo deve ser fornecido para cada fatura; a LyondellBasell rejeitará números de faturas duplicados, a menos que reenvie uma fatura corrigida que anteriormente tinha um status de falha na Ariba Network
- Itens de linha adicionais**  
Não é possível adicionar itens de linha adicionais a uma fatura de pedido.



## Processo de fatura - Regras de fatura

As etapas a seguir são para os **fornecedores da LyondellBasell**



## Processo de fatura - Regras de fatura

1

Digite seu **nome de usuário** e **senha** na página de login do [Ariba Network](#) e clique no botão **Login**.

2

A página inicial do Ariba Network é exibida. Selecione o **ícone de perfil** > **Configurações** > **Relacionamentos com clientes** para visualizar a página Configurações de conta.



## Processo de fatura - Regras de fatura

3

A página Account Setting é exibida com uma lista de seus clientes. Seleccione **LyondellBasell**.

Account Settings

Customer Relationships | Notifications | Account Registration | API management

Current Relationships | Potential Relationships

I prefer to receive relationship requests as follows:

Automatically accept all relationship requests  Manually review all relationship requests

Update

Current (2) | Pending (0) | Rejected (0)

Current Customers

Filter

Customers

Enter customer name or Network ID +

Apply | Reset

| Customer                                                               | Network ID      | Relationship Type | Approved Date | Collaboration Type |
|------------------------------------------------------------------------|-----------------|-------------------|---------------|--------------------|
| <input checked="" type="checkbox"/> Lyondell Chemical Company - TEST   | AN01023408720-T | Trading           | 3 Mar 2020    | Fulfillment        |
| <input type="checkbox"/> Lyondell Chemical Company Supplementat - TEST | AN01471108502-T | Trading           | 27 Jan 2023   | Fulfillment        |

Reject

4

A página **Detalhes do cliente** é exibida. Role para baixo para visualizar as **Regras gerais de fatura**

4

General Invoice Rules

|                                                                                          |     |
|------------------------------------------------------------------------------------------|-----|
| Allow suppliers to send invoices to this account.                                        | Yes |
| Allow suppliers to send invoices with service information.                               | No  |
| 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  |
| Require suppliers to send credit memo attachments.                                       | No  |
| Ignore country-based invoice rules.                                                      | No  |
| Allow suppliers to send non-PO invoices.                                                 | No  |
| Allow suppliers to send invoices with a contract reference.                              | No  |
| Require suppliers to create an order confirmation for the PO before creating an invoice. | Yes |
| Require suppliers to create invoice with line item quantity greater than zero.           | Yes |
| Require suppliers to create invoice with line item price greater than zero.              | Yes |
| Require suppliers to create a ship notice for the PO before creating an invoice.         | No  |
| Allow suppliers to send invoices if a PCard or credit card was included in the order.    | No  |
| Allow suppliers to send header level credit memos.                                       | No  |
| Allow suppliers to send line-item credit memo with quantity adjustment.                  | No  |
| Allow suppliers to send line-item credit memo with price adjustment.                     | No  |
| Allow suppliers to send line-item debit memo with price adjustment.                      | No  |
| Allow suppliers to create debit memos where the line-item price is zero.                 | No  |
| Allow suppliers to create credit memos where the line-item quantity is zero.             | Yes |
| Allow suppliers to create line item credit memo that exceed the invoiced amount.         | Yes |
| Require suppliers to provide a reason for each credit memo.                              | No  |
| Allow suppliers to cancel invoices they create.                                          | Yes |
| Allow invoices for information purpose.                                                  | No  |





## Processo de fatura - Regras de fatura

Country-based Invoice Rules

Download Invoice Rules

Originating Country of Invoice: All Other Countries



**Observação:** Se você fornecer material ou serviços em vários países para a LyondellBasell, poderá selecionar as regras do país que deseja visualizar.

5 Clique em **Done (Concluído)** para sair.

Download CSV Service Sheet Template

Order Routing Rules

- Do not allow change orders for fully shipped orders.
- Do not allow change orders for partially shipped orders.
- Reopen confirmation status for unchanged line items on change orders.
- Do not allow the notes tracking on change orders.
- Do not allow change orders in invoice aggregation.
- Do not allow cancel orders for fully shipped orders.
- Do not allow cancel orders for partially shipped orders.
- Do not override supplier's routing method for orders that match buyer's conditions.
- Do not mark purchase order as received when the receipt displays close for receiving.

Done

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## **Métodos de envio de faturas - Fatura via PO Flip (Materiais)**

As etapas a seguir são para os **fornecedores da LyondellBasell**



## Métodos de envio de faturas - Fatura via PO Flip (Materiais)

1

Na tela inicial de sua conta da Ariba Network, selecione o menu suspenso **Criar** e selecione **Fatura de pedido**.

203 New orders  
892 Orders  
160 Orders to invoice  
232 Invoices  
38 Items to confirm

A página de pedidos é exibida.

2

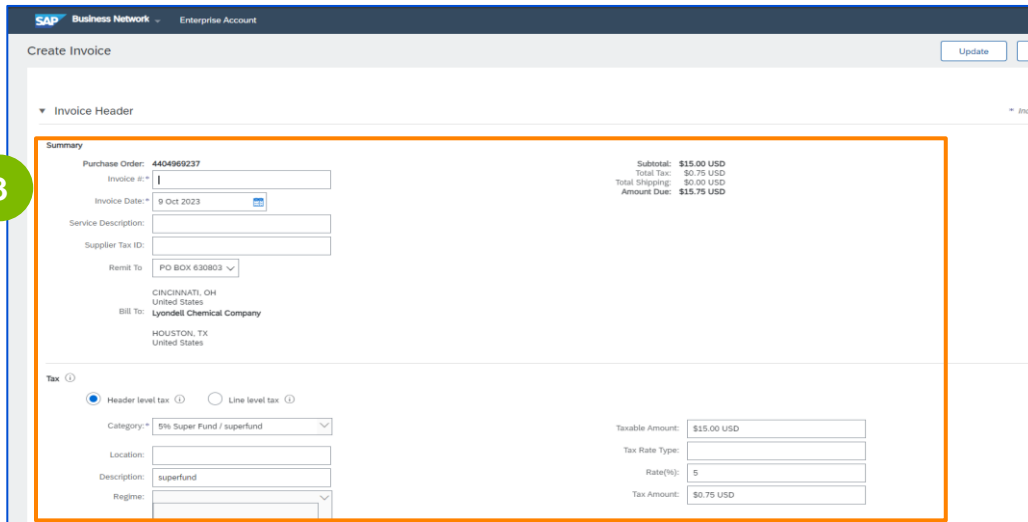
Procure a fatura desejada e clique no botão de reticências (...) > **Fatura padrão** para o pedido desejado para o qual você deseja criar uma fatura.

| Order Number | Customer                         | Amount   | Date        | Order Status |
|--------------|----------------------------------|----------|-------------|--------------|
| 4404969237   | Lyondell Chemical Company - TEST | \$15 USD | Oct 9, 2023 | Returned     |

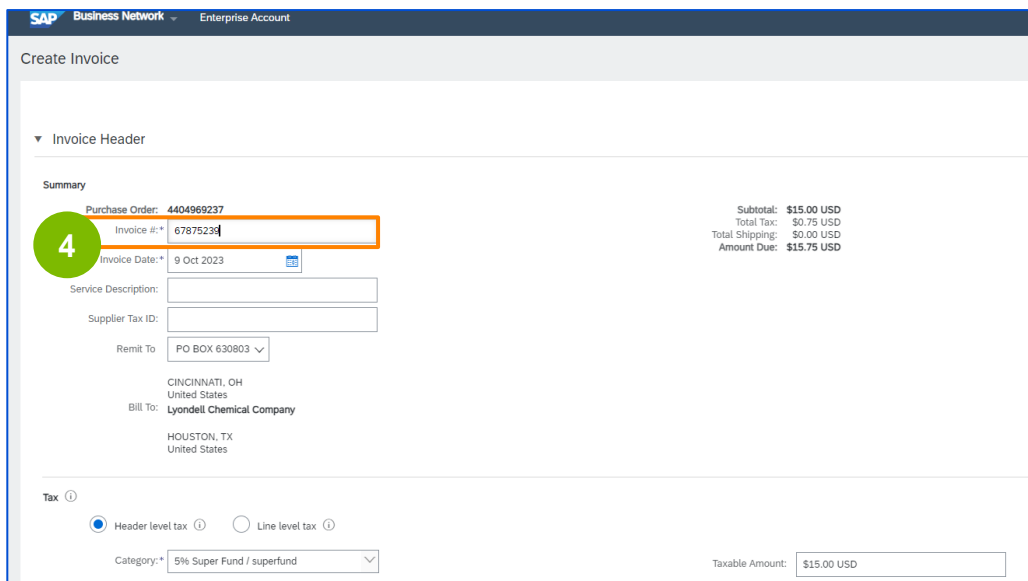
## Métodos de envio de faturas - Fatura via PO Flip (Materiais)

A fatura é automaticamente preenchida com os dados do pedido.

**3** Preencha todos os campos marcados com um asterisco (campo obrigatório)



**4** Insira um número de fatura no campo **Invoice # (Número da fatura)**, que é o número exclusivo para identificação da fatura. A data da fatura será preenchida automaticamente.

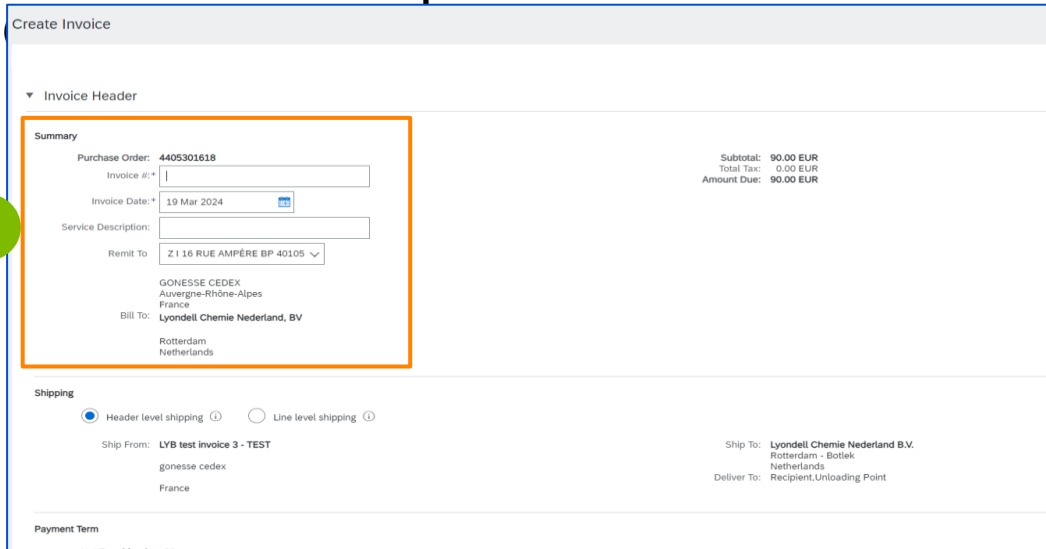


**Observação:** Se você quiser adicionar alfabetos no campo Invoice # (Número da fatura), ele deve estar em letras maiúsculas (All Caps)

## Métodos de envio de faturas - Fatura via PO Flip (Materiais)

3

A fatura é automaticamente preenchida com os dados do pedido.  
**Preencha todos os campos marcados com um asterisco**



Create Invoice

▼ Invoice Header

Summary

Purchase Order: 4405301618

Invoice #: \* |

Invoice Date: \* 19 Mar 2024

Service Description: |

Remit To: Z 1 16 RUE AMPÈRE BP 40105

GONESSE CEDEX  
Auvergne-Rhône-Alpes  
France

Bill To: Lyondell Chemie Nederland, BV  
Rotterdam  
Netherlands

Subtotal: 90.00 EUR  
Total Tax: 0.00 EUR  
Amount Due: 90.00 EUR

Shipping

Header level shipping  Line level shipping

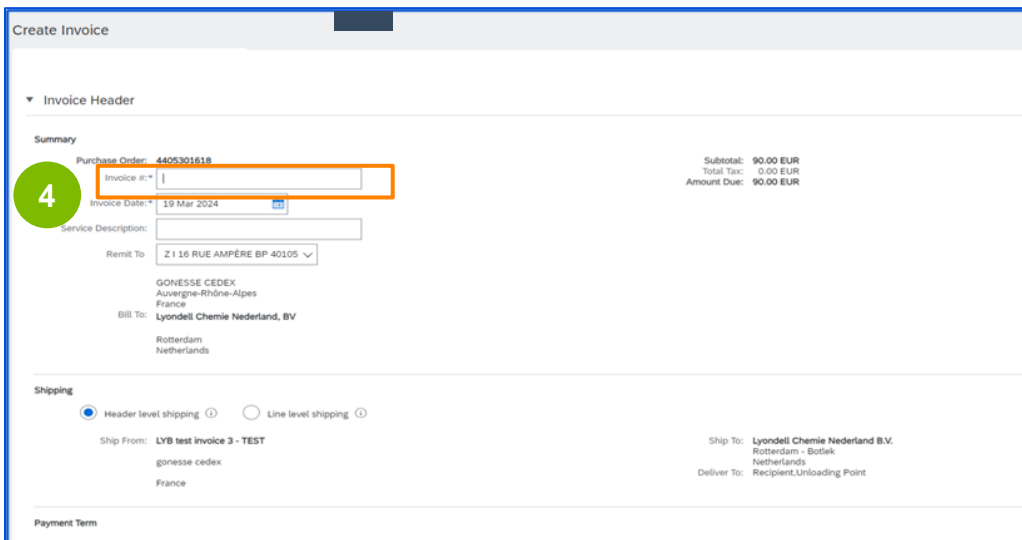
Ship From: LYB test invoice 3 - TEST  
gonesse cedex  
France

Ship To: Lyondell Chemie Nederland B.V.  
Rotterdam - Botlek  
Netherlands  
Deliver To: Recipient Unloading Point

Payment Term

4

Insira um número de fatura no campo **Invoice # (Número da fatura)**, que é o número exclusivo para identificação da fatura. A data da fatura será preenchida automaticamente.



Create Invoice

▼ Invoice Header

Summary

Purchase Order: 4405301618

Invoice #: \* |

Invoice Date: \* 19 Mar 2024

Service Description: |

Remit To: Z 1 16 RUE AMPÈRE BP 40105

GONESSE CEDEX  
Auvergne-Rhône-Alpes  
France

Bill To: Lyondell Chemie Nederland, BV  
Rotterdam  
Netherlands

Subtotal: 90.00 EUR  
Total Tax: 0.00 EUR  
Amount Due: 90.00 EUR

Shipping

Header level shipping  Line level shipping

Ship From: LYB test invoice 3 - TEST  
gonesse cedex  
France

Ship To: Lyondell Chemie Nederland B.V.  
Rotterdam - Botlek  
Netherlands  
Deliver To: Recipient Unloading Point

Payment Term



**Observação:** Se você quiser adicionar alfabetos no campo Invoice # (Número da fatura), ele deve estar em letras maiúsculas (All Caps)



## Métodos de envio de faturas - Fatura via PO Flip (Materiais)

5

Selecione um endereço **Remit-To** apropriado na caixa suspensa.

| Summary                                         |                               |
|-------------------------------------------------|-------------------------------|
| Purchase Order:                                 | 4405301618                    |
| Invoice #:                                      |                               |
| Invoice Date:                                   | 5 Mar 2024                    |
| Service Description:                            |                               |
| Remit To:                                       | Z I 16 RUE AMPÈRE BP 40105    |
| GONESSE CEDEX<br>Auvergne-Rhône-Alpes<br>France |                               |
| Bill To:                                        | Lyondell Chemie Nederland, BV |
| Rotterdam<br>Netherlands                        |                               |

Subtotal: 90.00 EUR  
Total Tax: 18.00 EUR  
Total Shipping: 0.00 EUR  
Amount Due: 108.00 EUR

Shipping  
 Header level shipping  Line level shipping

6

Adicionar **frete e imposto de frete**, se aplicável

a. Selecione **"Header level shipping"** (Envio no nível do **cabeçalho**) selecionando o botão de rádio apropriado.

Shipping  
 Header level shipping  Line level shipping **6a**

Ship From: LYB test invoice 3 - TEST  
gonesse cedex  
France

Ship To: Lyondell Chemie Nederland B.V.  
Rotterdam - Botlek  
Netherlands  
Deliver To: Recipient, Unloading Point

b. Depois de selecionar o botão de opção apropriado, clique em **"Add to Header"** (Adicionar ao cabeçalho) e escolha **"Shipping Cost"** (Custo de remessa).

Se for o caso, lembre-se também de repetir essa etapa para adicionar **"Shipping Tax"** (IVA sobre a remessa).

## Métodos de envio de faturas - Fatura via PO Flip (Materiais)

Create Invoice

Update Save Exit Next

▼ Invoice Header


Summary

Purchase Order: 4405430563 Invoice #: [ ] Subtotal: 250.00 EUR  
 Invoice Date: 5 Aug 2024 Total Tax: 0.00 EUR  
 Service Description: [ ] Amount Due: 250.00 EUR  
 Remit To: LANDGRABENWEG 151 ▼

6b

\* Indicates required field Add to Header ▼

- Shipping Cost
- Shipping Tax
- Shipping Documents
- Special Handling
- Additional Reference Documents and Dates
- Comment
- Attachment

 **Observação:** por meio de "Add to Header", você também pode adicionar anexos e/ou comentários à fatura.

7

- Role para baixo e revise ou atualize a Quantidade para cada item de linha que estiver faturando.
- Se você quiser excluir um item de linha da fatura, clique na marca de seleção verde do item de linha.
- Você pode excluir o item de linha clicando na caixa de seleção à esquerda e clicando em "Excluir".

7a

| Quantity | Unit | Unit Price |
|----------|------|------------|
| 10       | BX   | 25.00 EUR  |

7b

| No.                                 | Include                  | Type     | Part #   |
|-------------------------------------|--------------------------|----------|----------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | MATERIAL | GOODS_02 |

7c

| No.                      | Include                             | Type     | Part #   |
|--------------------------|-------------------------------------|----------|----------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | MATERIAL | GOODS_02 |

Pricing Details

Price Unit: \* BX

Unit Conversion: \* 1

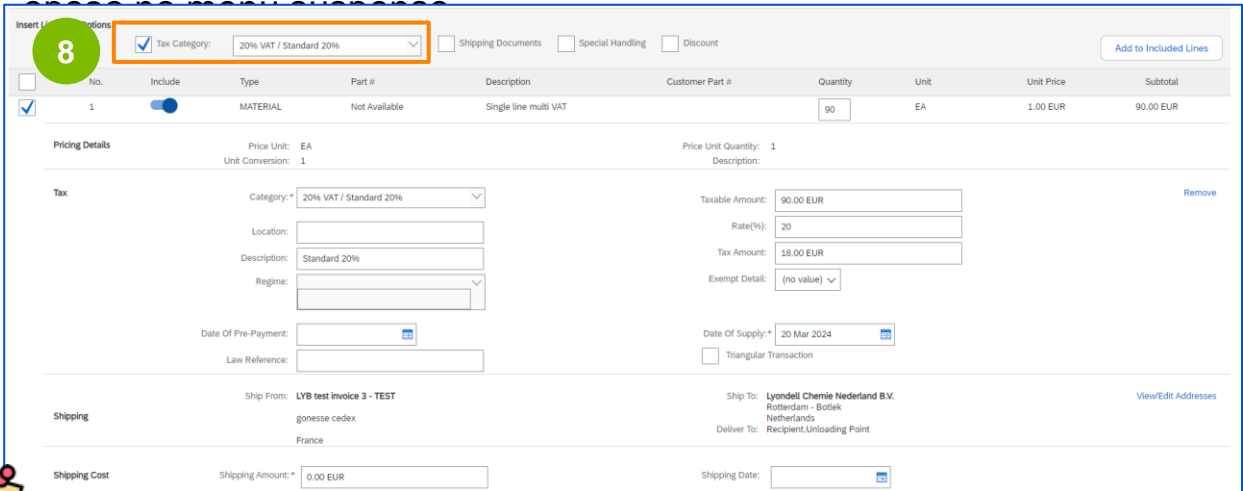
Line Item Actions ▼ Delete



**Observação:** Você pode gerar uma fatura posteriormente para cobrar o item excluído.

## Métodos de envio de faturas - Fatura via PO Flip (Materiais)

8 Clique em **Tax Category (Categoria de imposto)** e selecione a



| No. | Include                             | Type     | Part #        | Description           | Customer Part # | Quantity | Unit | Unit Price | Subtotal  |
|-----|-------------------------------------|----------|---------------|-----------------------|-----------------|----------|------|------------|-----------|
| 1   | <input checked="" type="checkbox"/> | MATERIAL | Not Available | Single line multi VAT |                 | 90       | EA   | 1.00 EUR   | 90.00 EUR |

**Insert Item Options**


Tax Category: 20% VAT / Standard 20%  Shipping Documents  Special Handling  Discount [Add to Included Lines](#)

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

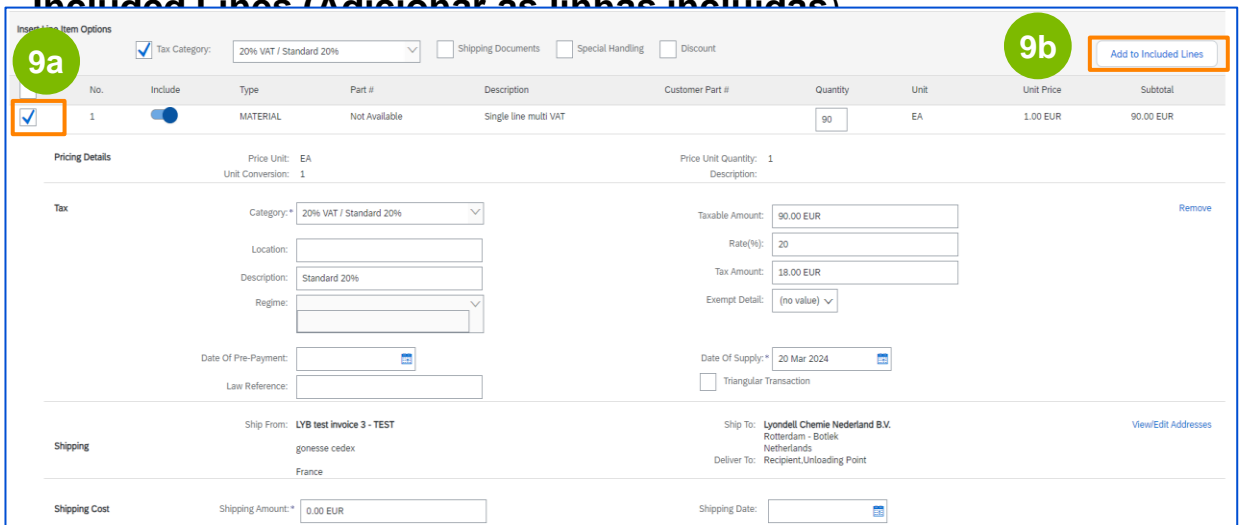
**Tax** Category: 20% VAT / Standard 20% Taxable Amount: 90.00 EUR [Remove](#)  
Location: Rate(%): 20  
Description: Standard 20% Tax Amount: 18.00 EUR  
Regime: Exempt Detail: (no value)  
Date Of Pre-Payment: Date Of Supply: 20 Mar 2024  
 Triangular Transaction

**Shipping** Ship From: LYB test invoice 3 - TEST Ship To: Lyondell Chemie Nederland B.V.  
gonesse cedex Rotterdam - Botlek  
France Netherlands  
Deliver To: Recipient/Unloading Point [View/Edit Addresses](#)

**Shipping Cost** Shipping Amount: 0.00 EUR Shipping Date:

 **Observação:** você pode configurar outras categorias, taxas e descrições de impostos em "**Configurar imposto**" no menu suspenso.

9 Selecione os itens de linha que deseja incluir e clique em **Add to Included Lines (Adicionar às linhas incluídas)**



| No. | Include                             | Type     | Part #        | Description           | Customer Part # | Quantity | Unit | Unit Price | Subtotal  |
|-----|-------------------------------------|----------|---------------|-----------------------|-----------------|----------|------|------------|-----------|
| 1   | <input checked="" type="checkbox"/> | MATERIAL | Not Available | Single line multi VAT |                 | 90       | EA   | 1.00 EUR   | 90.00 EUR |

**Insert Item Options**


Tax Category: 20% VAT / Standard 20%  Shipping Documents  Special Handling  Discount [Add to Included Lines](#)

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

**Tax** Category: 20% VAT / Standard 20% Taxable Amount: 90.00 EUR [Remove](#)  
Location: Rate(%): 20  
Description: Standard 20% Tax Amount: 18.00 EUR  
Regime: Exempt Detail: (no value)  
Date Of Pre-Payment: Date Of Supply: 20 Mar 2024  
 Triangular Transaction

**Shipping** Ship From: LYB test invoice 3 - TEST Ship To: Lyondell Chemie Nederland B.V.  
gonesse cedex Rotterdam - Botlek  
France Netherlands  
Deliver To: Recipient/Unloading Point [View/Edit Addresses](#)

**Shipping Cost** Shipping Amount: 0.00 EUR Shipping Date:

 **Observação:** **Salve** sua fatura a qualquer momento durante a criação da fatura para trabalhar nela mais tarde. Você pode manter as faturas em rascunho por até 7 dias.



## Métodos de envio de faturas - Fatura via PO Flip (Materiais)



**Observação:** Detalhes adicionais podem ser visualizados no nível do item de linha ao editar um item de linha.

The screenshot shows the 'Line Item Actions' menu with 'Edit' highlighted. Below it is the 'Create Invoice' form. A green circle with '9c' is overlaid on the 'Edit' button. The form contains the following fields:

- Quantity: 5
- Unit: EA
- Unit Price: 1.00 EUR
- Subtotal: 5.00 EUR
- Description: Copy Paper White, A3, 80gsm (ream 500 sheets)
- Part #: GOODS\_01
- Price Unit: PCE
- Price Unit Quantity: 2
- Unit Conversion: 1
- Inspection Date: [Calendar icon]
- Ship From: Ariba\_TestSupplier - TEST, Praha 5, Czech Republic
- Ship To: Sandbox Buyer - Test, Praha, Czech Republic
- Deliver To: Cristian Mihalache, 2nd Floor, SI Team

10

Revise a precisão de sua fatura na página **Review (Revisar)**. Se nenhuma alteração for necessária, clique em **Submit (Enviar)** para enviar a fatura para a LyondellBasell.

The screenshot shows the 'Create Invoice' form with the 'Submit' button highlighted. The form contains the following information:

- Invoice Number: INV4405301618
- Invoice Date: Wednesday 20 Mar 2024 10:15 AM GMT-05:00
- Original Purchase Order: 4405301618
- Subtotal: 90.00 EUR
- Total Tax: 18.00 EUR
- Total Shipping: 0.00 EUR
- Amount Due: 108.00 EUR

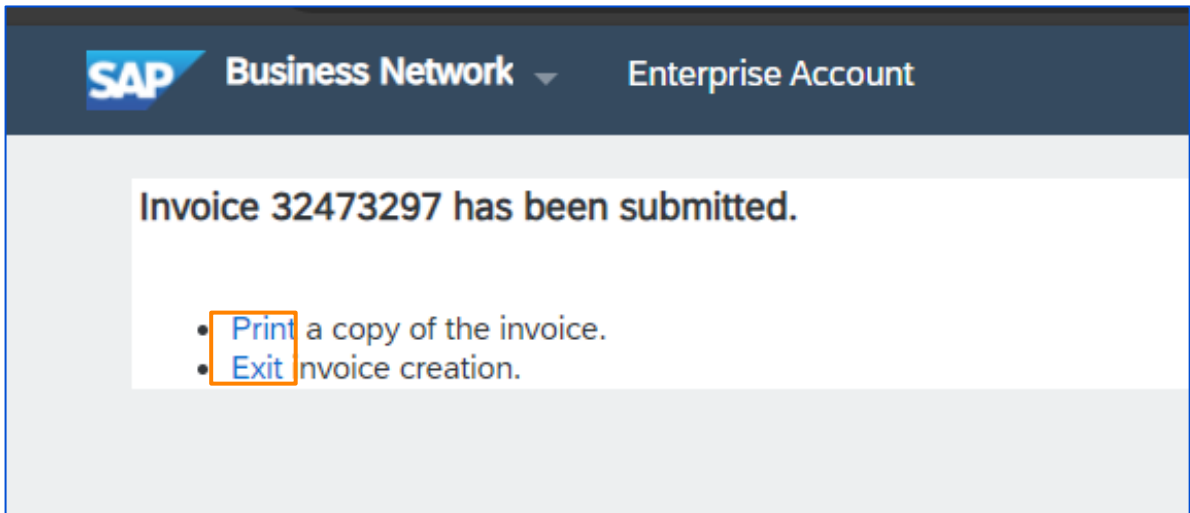
The form also displays the following details:

- REMIT TO:** Tresorerie, Postal Address: Z I 16 RUE AMPÈRE, 95506 GONESSE CEDEX, Auvergne-Rhône-Alpes, France, Remit To ID: BNP Paribas, Tax ID of Supplier: 33466885200026
- BILL TO:** Lyondell Chemie Nederland, BV, Postal Address: Delftseplein-27E, 3013 AA Rotterdam, Netherlands, Address ID: 370
- SUPPLIER:** Postal Address: Z I 16 RUE AMPÈRE BP 40105, 95506 GONESSE CEDEX, Île-de-France, France



**Observação:** **Salve** sua fatura a qualquer momento durante a criação da fatura para trabalhar nela mais tarde. Você pode manter as faturas em rascunho por até 7 dias.

## Métodos de envio de faturas - Fatura via PO Flip (Materiais)



**Observação:** Você será notificado de que uma fatura foi enviada. Você pode clicar no botão **Print (Imprimir)** para imprimir a fatura ou no botão Exit (Sair) para executar outras ações.

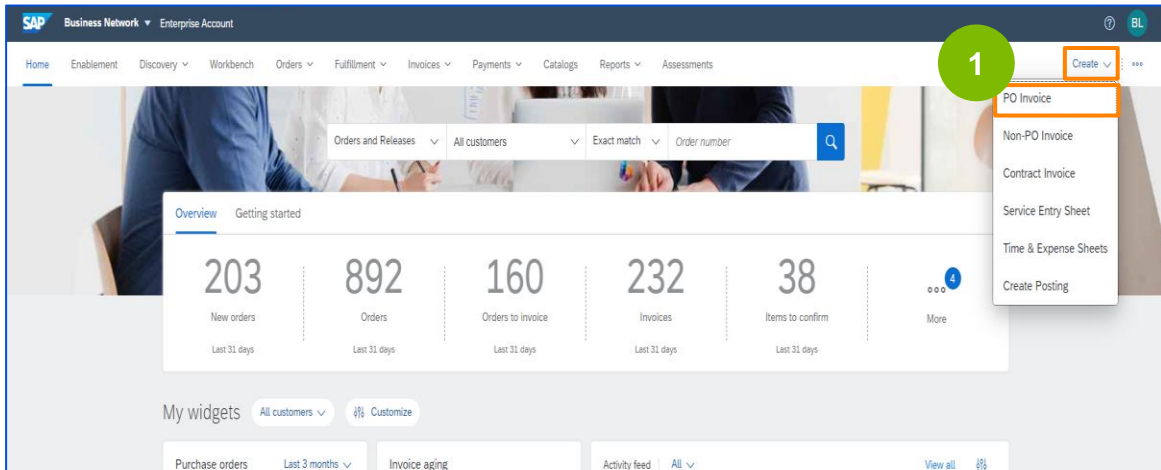


## Métodos de envio de faturas - Fatura via PO Flip (Serviços)

As etapas a seguir são para os **fornecedores da LyondellBasell**

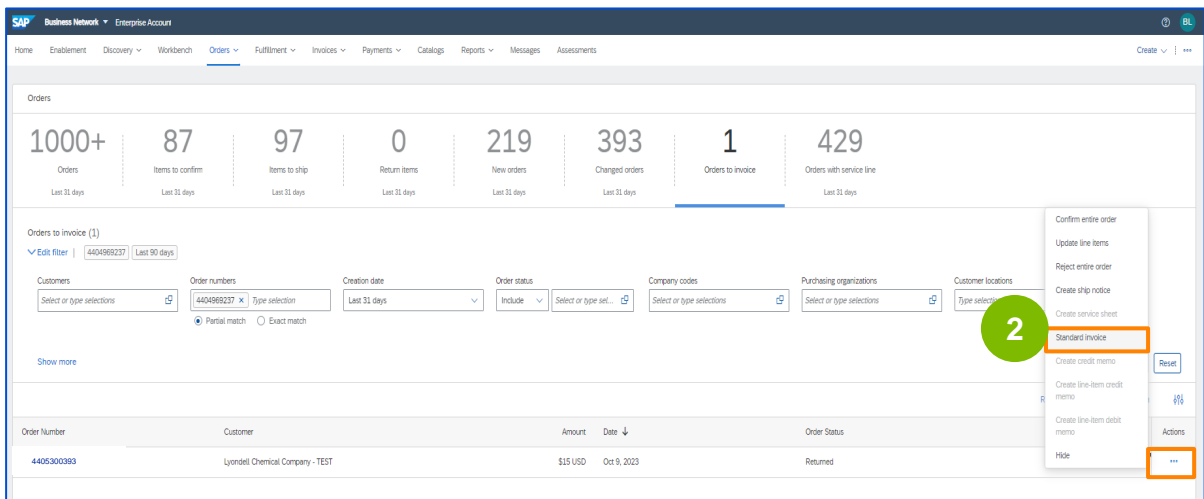
## Métodos de envio de faturas - Fatura via PO Flip (Serviços)

1 Na tela inicial de sua conta da Ariba Network, selecione o menu suspenso **Criar** e selecione **Fatura de pedido**.



The screenshot shows the SAP Business Network 'Getting started' dashboard. The 'Create' button in the top right corner is highlighted with a green circle and a red box. A dropdown menu is open, showing options like 'PO Invoice', 'Non-PO Invoice', 'Contract Invoice', 'Service Entry Sheet', 'Time & Expense Sheets', and 'Create Posting'. The 'PO Invoice' option is highlighted with a red box.

2 A página de pedidos é exibida. Procure a fatura desejada e clique no botão de reticências (...) > **Fatura padrão** para o pedido desejado para o qual você deseja criar uma fatura.

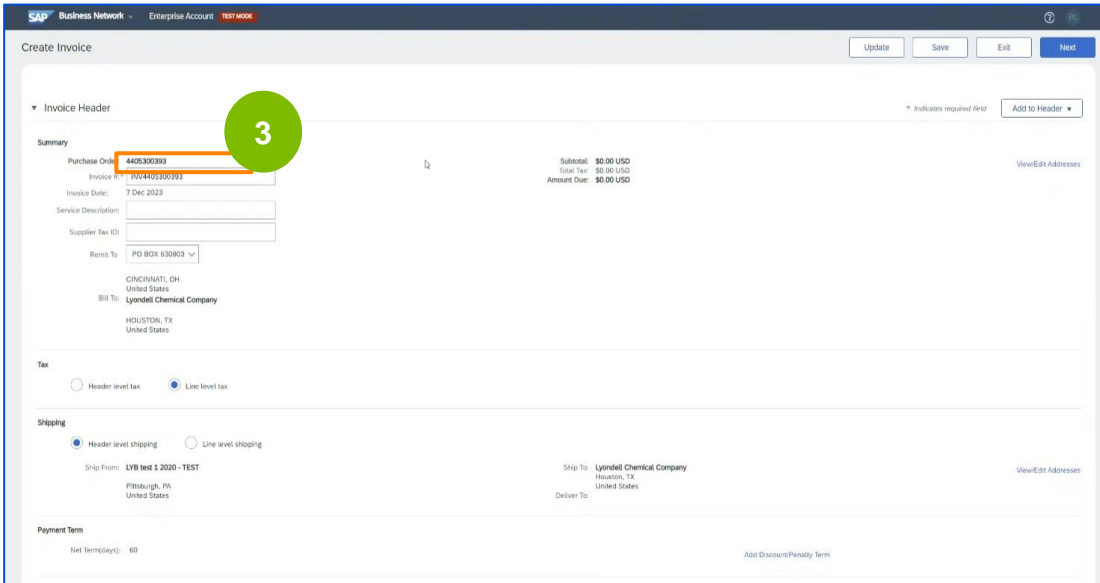


The screenshot shows the SAP Business Network 'Orders' page. The 'Orders to invoice' section is active, showing a table with one order. The 'Standard Invoice' option in the dropdown menu is highlighted with a green circle and a red box. The 'Actions' button in the bottom right corner is also highlighted with a red box.

| Order Number | Customer                         | Amount   | Date        | Order Status |
|--------------|----------------------------------|----------|-------------|--------------|
| 4405900393   | Lyondell Chemical Company - TEST | \$15 USD | Oct 9, 2023 | Returned     |

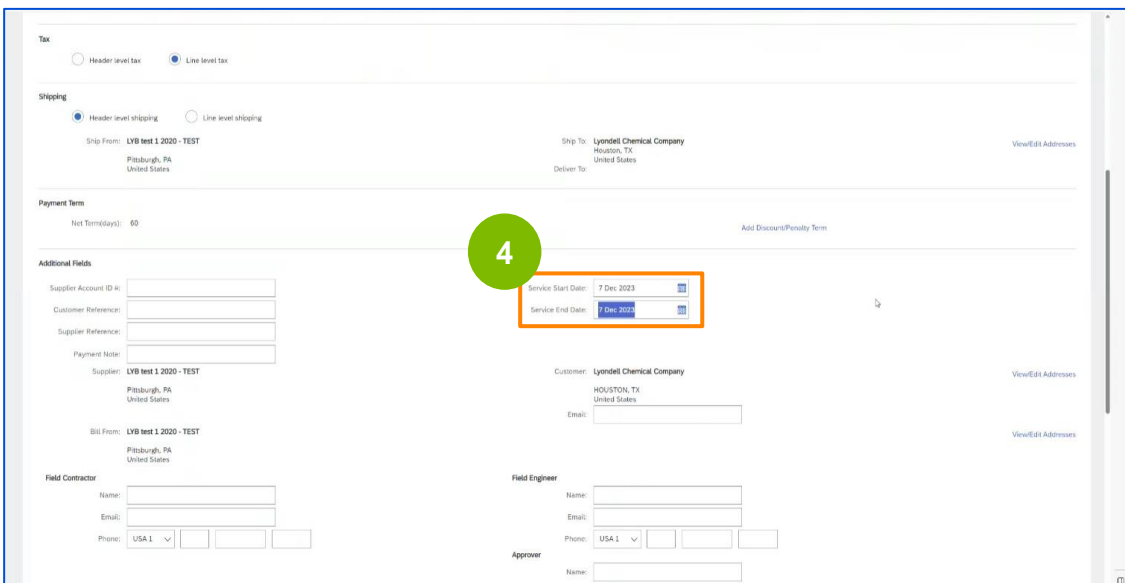
## Métodos de envio de faturas - Fatura via PO Flip (Serviços)

- 3 Na tela **Criar fatura**, digite o **número da fatura** desejado no campo **Número da fatura**.



The screenshot shows the 'Create Invoice' interface in SAP Business Network. The 'Invoice Header' section is expanded, showing a 'Summary' tab. The 'Purchase Order' field is highlighted with a green circle containing the number '3'. The value '4405300393' is entered in this field. Other visible fields include 'Invoice #', 'Invoice Date', 'Service Description', 'Supplier Tax ID', 'Remit To', and 'Bill To'. The 'Tax' section has 'Line level tax' selected. The 'Shipping' section has 'Header level shipping' selected. The 'Payment Term' is 'Net Terms(days): 60'. Buttons for 'Update', 'Save', 'Exit', and 'Next' are at the top right.

- 4 Role para baixo e adicione a **Data de início do serviço** e a **Data de término do serviço** para a fatura.

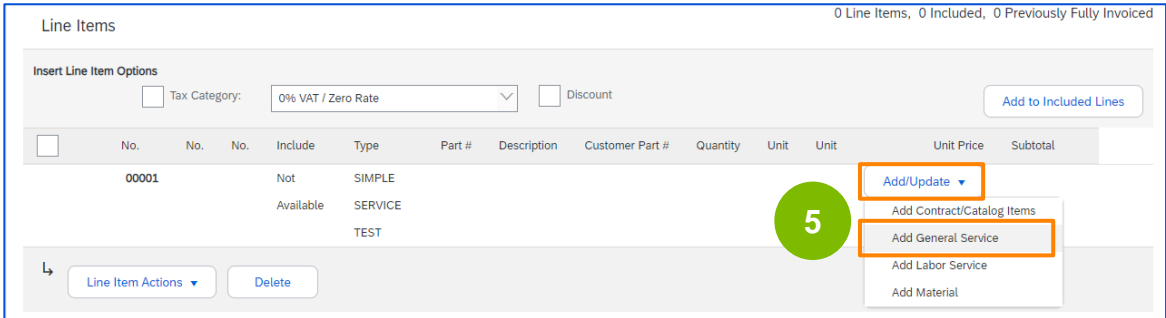


The screenshot shows the 'Additional Fields' section of the 'Create Invoice' interface. A green circle with the number '4' highlights the 'Service Start Date' and 'Service End Date' fields, which are both set to '7 Dec 2023'. Other fields include 'Supplier Account ID #', 'Customer Reference', 'Supplier Reference', 'Payment Note', 'Supplier', 'Customer', 'Field Contractor', and 'Field Engineer'. The 'Payment Term' is 'Net Terms(days): 60'. Buttons for 'Update', 'Save', 'Exit', and 'Next' are at the top right.

## Métodos de envio de faturas - Fatura via PO Flip (Serviços)

5

Somente para pedidos de compra sem um serviço especificado, marque a caixa de seleção ao lado do serviço desejado e clique em **Add/Update > Add General Service (Adicionar/atualizar > Adicionar serviço geral)** para adicionar detalhes do serviço.



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

Insert Line Item Options

Tax Category: 0% VAT / Zero Rate  Discount [Add to Included Lines](#)

| No.                      | No.   | No. | Include       | Type    | Part # | Description | Customer Part # | Quantity | Unit | Unit | Unit Price | Subtotal |
|--------------------------|-------|-----|---------------|---------|--------|-------------|-----------------|----------|------|------|------------|----------|
| <input type="checkbox"/> | 00001 |     | Not Available | SERVICE |        | TEST        |                 |          |      |      |            |          |

Line Item Actions

**5**

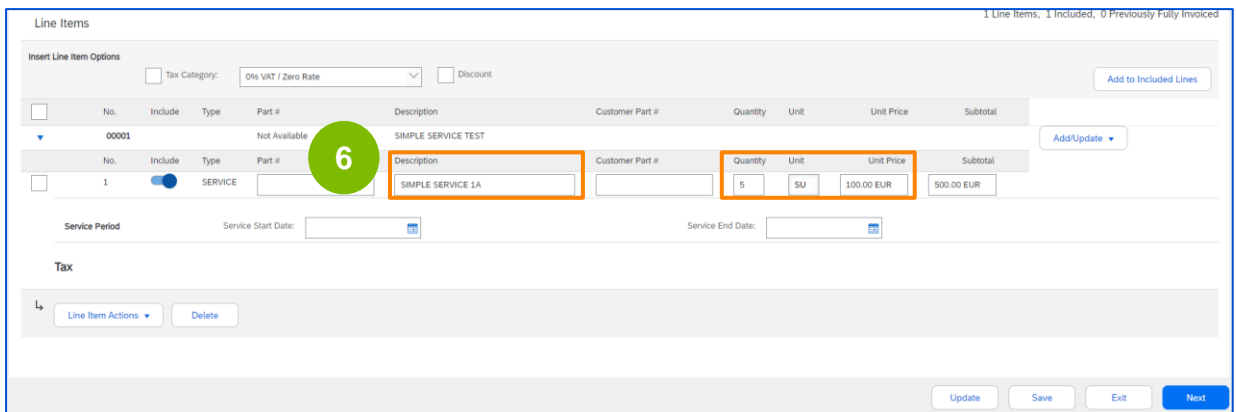
- Add/Update ▾
- Add Contract/Catalog Items
- Add General Service
- Add Labor Service
- Add Material



**Observação:** Certifique-se de selecionar apenas **Add General Service (Adicionar serviço geral)**

6

Preencha os campos **Descrição, Quantidade, Unidade e Preço unitário** dos detalhes do item.



Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 0% VAT / Zero Rate  Discount [Add to Included Lines](#)

| No.                      | Include                             | Type    | Part # | Description         | Customer Part # | Quantity | Unit | Unit Price | Subtotal   |
|--------------------------|-------------------------------------|---------|--------|---------------------|-----------------|----------|------|------------|------------|
| <input type="checkbox"/> |                                     |         |        | SIMPLE SERVICE TEST |                 |          |      |            |            |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | SERVICE |        | SIMPLE SERVICE 1A   |                 | 5        | SU   | 100.00 EUR | 500.00 EUR |

Service Period Service Start Date:  Service End Date:

Tax

Line Item Actions

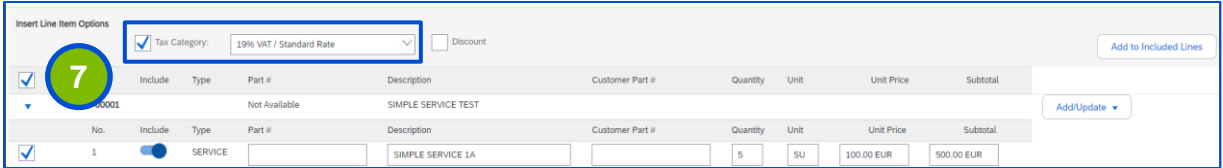
**6**




**Observação:** Sempre preencha o campo **Quantity (Quantidade)** com "1" e o campo **Unit (Unidade)** com "SU" para ordens de serviço.

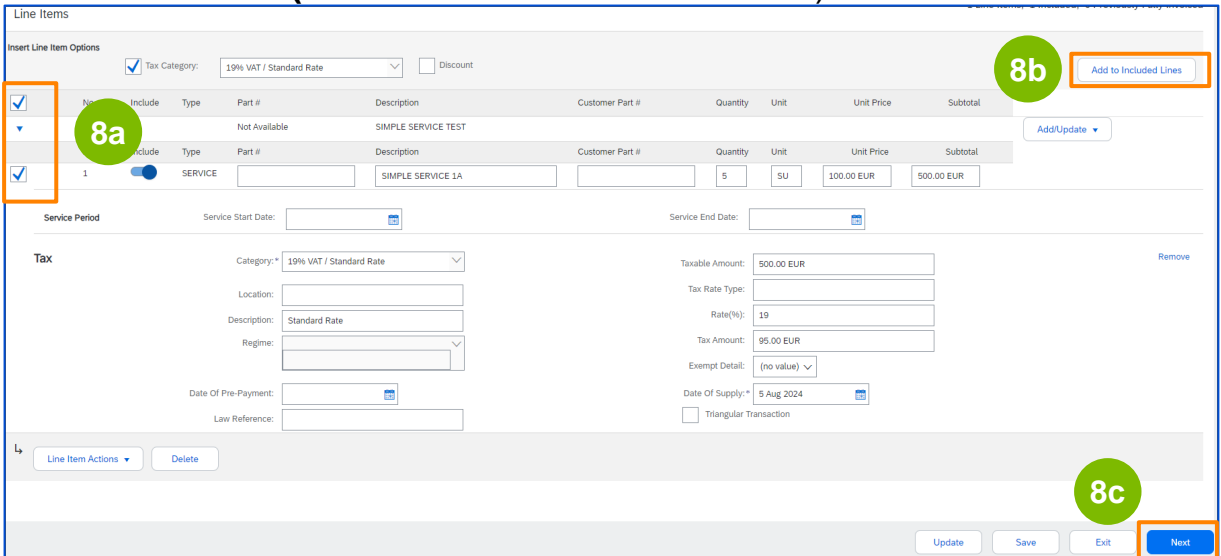
## Métodos de envio de faturas - Fatura via PO Flip (Serviços)

- 7 Clique em **Tax Category (Categoria de imposto)** e selecione a opção no menu suspenso.




 **Observação:** você pode configurar outras categorias, taxas e descrições de impostos em "**Configurar imposto**" no menu suspenso.

- 8 Selecione os itens de linha que deseja incluir e clique em **Add to Included Lines (Adicionar às linhas incluídas)**.



Se todos os detalhes da fatura estiverem preenchidos, você poderá clicar em **Next (Avançar)** para continuar.

 **Observação:** **Salve** sua fatura a qualquer momento durante a criação da fatura para trabalhar nela mais tarde. Você pode manter as faturas em rascunho por até 7 dias.

## Métodos de envio de faturas - Fatura via PO Flip (Serviços)

9

Revise a precisão de sua fatura na página **Review (Revisar)**. Se nenhuma alteração for necessária, clique em **Submit (Enviar)** para enviar a fatura para a LyondellBasell.

Create Invoice Previous Save Submit Exit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Domestic Trade. The document's originating country is:Germany. The document's destination country is:Germany.  
If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

|                                                     |                       |
|-----------------------------------------------------|-----------------------|
| Invoice Number: INV4405430565AA                     | Subtotal: 10.00 EUR   |
| Invoice Date: Thursday 5 Sep 2024 1:36 PM GMT-05:00 | Total Tax: 1.90 EUR   |
| Original Purchase Order: 4405430565                 | Amount Due: 11.90 EUR |

**SERVICE PERIOD**  
Start Date : 5 Sep 2024  
End Date : 5 Sep 2024

|                                                                                                                                                                   |                                                                                                                                                                                                                  |                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <b>REMIT TO:</b><br>LYB invoice test 1 - TEST<br><br>Postal Address:<br>LANDGRABENWEG 151<br>53227 BONN<br>North Rhine-Westphalia<br>Germany<br>Remit To ID: EUR1 | <b>BILL TO:</b><br>Basell Polyolefine GmbH<br><br>Postal Address:<br>Bruehler Strasse-60<br>50389 Wesseling<br>05<br>Germany<br>Address ID: 501<br><br>Phone : +49 (0) 02236/72-0<br>Fax : +49 (0) 02236/72-2400 | <b>SUPPLIER:</b><br>LYB invoice test 1 - TEST<br><br>Postal Address:<br>Landgrabenweg 151<br>53227 Bonn<br>Nordrhein-Westfalen<br>Germany |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|

10

Você será notificado de que uma fatura foi enviada. Você pode clicar no botão **Print (Imprimir)** para imprimir a fatura ou no botão **Exit (Sair)** para executar outras ações.

Invoice INV44054305652 has been submitted.

- [Print](#) a copy of the invoice.
- [Exit](#) invoice creation.





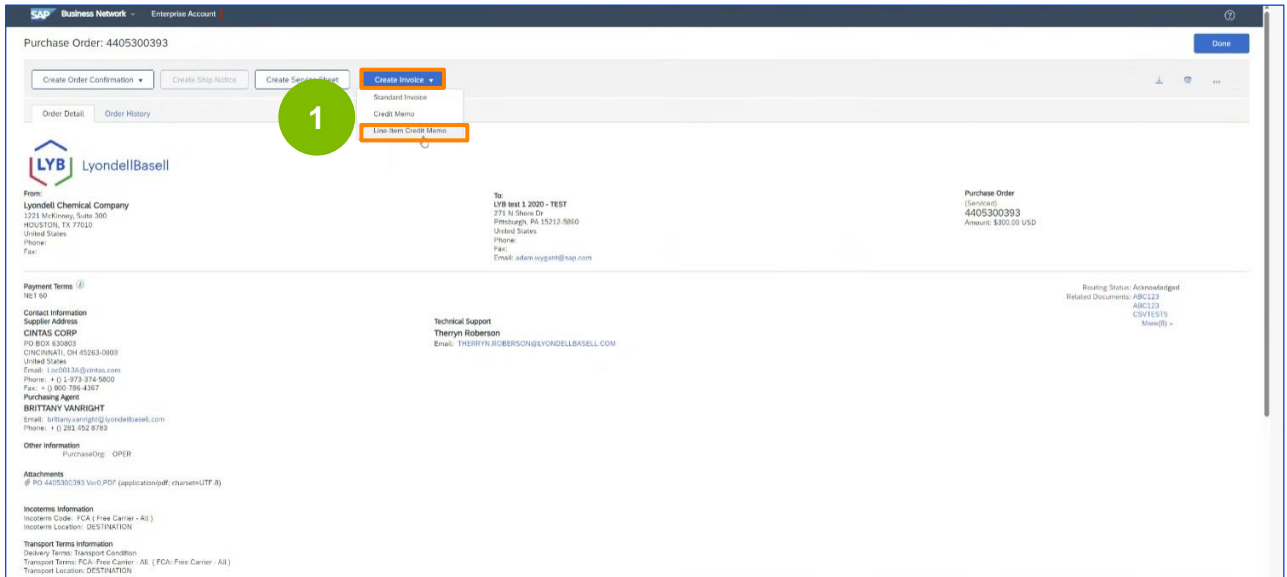
## Métodos de envio de faturas - Nota de crédito (nível de linha)

As etapas a seguir são para os fornecedores da **LyondellBasell**

## Métodos de envio de faturas - Nota de crédito (nível de linha)

1

No pedido de compra desejado, selecione **Criar fatura > Nota de crédito de item de linha** para criar uma nota de crédito em nível de linha.



Purchase Order: 4405300393

From: Lyondell Chemical Company  
1231 McKenney, Suite 300  
HOUSTON, TX 77012  
United States  
Phone:  
Fax:

To: LYB test 1 2020 - TEST  
271 N Stone Dr  
Pittsburgh, PA 15212-9860  
United States  
Phone:  
Fax:  
Email: adam.lyggart@sap.com

Purchase Order (Summary)  
4405300393  
Amount: \$300.00 USD

Payment Terms  
Net 30

Contact Information  
Supplier Address  
CINTAS CORP  
PO BOX 820903  
CINCINNATI, OH 45263-0903  
United States  
Email: lco06136@lyb.com  
Phone: +1 (513) 374-9600  
Fax: +1 (800) 798-4357  
Purchasing Agent  
BRITTANY VANRIGHT  
Email: brittanyvanright@lyondellbasell.com  
Phone: +1 (513) 452-8789

Other Information  
PurchaseOrg: OPERB

Attachments  
@ PO 4405300393 VisO.PDF (application/pdf; charset=UTF-8)

Incoterms Information  
Incoterms Code: FCA (Free Carrier - All)  
Incoterms Location: DESTINATION

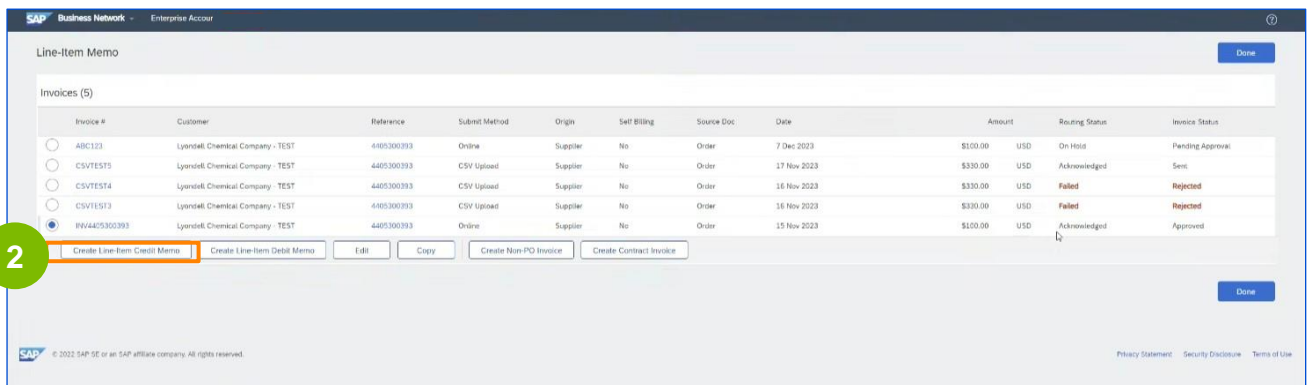
Transport Terms Information  
Delivery Terms: Transport Condition  
Transport Terms: FCA (Free Carrier - All) (FCA:Free Carrier - All)  
Transport Location: DESTINATION

Routing Status: Acknowledged  
Related Documents: ABC123  
ABC123  
CSV15175  
Manualy =

A página **Line-Item Memo** é exibida.

2

Selecione a fatura desejada e clique em **Create Line-Item Credit Memo (Criar nota de crédito de item de linha)** para prosseguir.



Line-Item Memo

Invoices (5)

| Invoice #    | Customer                         | Reference  | Submit Method | Origin   | Self Billing | Source Doc | Date        | Amount       | Routing Status | Invoice Status   |
|--------------|----------------------------------|------------|---------------|----------|--------------|------------|-------------|--------------|----------------|------------------|
| ABC123       | Lyondell Chemical Company - TEST | 4405300393 | Online        | Supplier | No           | Order      | 7 Dec 2023  | \$100.00 USD | On Hold        | Pending Approval |
| CSV1E575     | Lyondell Chemical Company - TEST | 4405300393 | CSV Upload    | Supplier | No           | Order      | 17 Nov 2023 | \$330.00 USD | Acknowledged   | Sent             |
| CSV1E574     | Lyondell Chemical Company - TEST | 4405300393 | CSV Upload    | Supplier | No           | Order      | 16 Nov 2023 | \$330.00 USD | Failed         | Rejected         |
| CSV1L573     | Lyondell Chemical Company - TEST | 4405300393 | CSV Upload    | Supplier | No           | Order      | 16 Nov 2023 | \$330.00 USD | Failed         | Rejected         |
| RV4405300393 | Lyondell Chemical Company - TEST | 4405300393 | Online        | Supplier | No           | Order      | 15 Nov 2023 | \$100.00 USD | Acknowledged   | Approved         |

Create Line-Item Credit Memo | Create Line-Item Debit Memo | Edit | Copy | Create Non-PO Invoice | Create Contract Invoice



## Métodos de envio de faturas - Nota de crédito (nível de linha)

3

A página **Criar nota de item de linha** é exibida. Digite o número da **nota de crédito** desejado e a **data da nota de crédito**.

SAP Business Network - Enterprise

Create Line-Item Credit Memo

Update Save Exit Next

Credit Memo Type

You are creating a Credit Memo with Price Adjustment

Invoice Header

Summary

Credit Memo ID: DM4405300393

Credit Memo Date: 7 Dec 2023

Original Invoice No: INV4405300393

Original Invoice Date: 15 Nov 2023

Supplier Tax ID:

Remit To: PO BOX 630803

CINCINNATI, OH  
United States

Bill To: Lyondell Chemical Company

HOUSTON, TX  
United States

Tax

Header level tax Line level tax

Shipping

Header level shipping Line level shipping

Ship From: LYB test 1 2020 - TEST  
Pittsburgh, PA  
United States

Ship To: Lyondell Chemical Company  
Houston, TX  
United States

Deliver To:

Subtotal: \$-100.00 USD  
Total Tax: \$0.00 USD  
Amount Due: \$-100.00 USD

View/Edit Addresses

4

Role para baixo e adicione a **Data de início do serviço** e a **Data de término do serviço** desejadas.

HOUSTON, TX  
United States

Tax

Header level tax Line level tax

Shipping

Header level shipping Line level shipping

Ship From: LYB test 1 2020 - TEST  
Pittsburgh, PA  
United States

Ship To: Lyondell Chemical Company  
Houston, TX  
United States

Deliver To:

Additional Fields

Service Start Date: 7 Dec 2023

Service End Date: 14 Dec 2023

Supplier Account ID:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: LYB test 1 2020 - TEST  
Pittsburgh, PA  
United States

Customer: Lyondell Chemical Company  
HOUSTON, TX  
United States

Bill From: LYB test 1 2020 - TEST  
Pittsburgh, PA  
United States

Supplier VAT

Supplier VAT Tax ID:

Customer VAT

Customer VAT Tax ID:

Comment

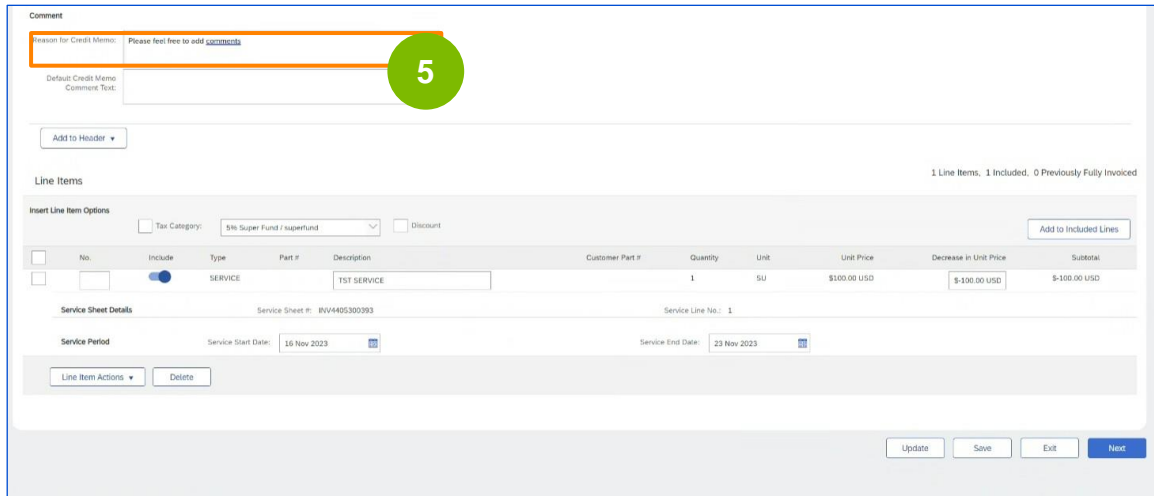
Reason for Credit Memo:

View/Edit Addresses

## Métodos de envio de faturas - Nota de crédito (nível de linha)

5

Insira um motivo para a nota de crédito como um comentário no campo **Motivo da nota de crédito**.



Comment

Reason for Credit Memo:  **5**

Default Credit Memo Comment Text:

Add to Header

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options  Tax Category:   Discount

| No. | Include                             | Type    | Part # | Description | Customer Part # | Quantity | Unit | Unit Price   | Decrease in Unit Price | Subtotal      |
|-----|-------------------------------------|---------|--------|-------------|-----------------|----------|------|--------------|------------------------|---------------|
|     | <input checked="" type="checkbox"/> | SERVICE |        | TST SERVICE |                 | 1        | SU   | \$100.00 USD | \$-100.00 USD          | \$-100.00 USD |

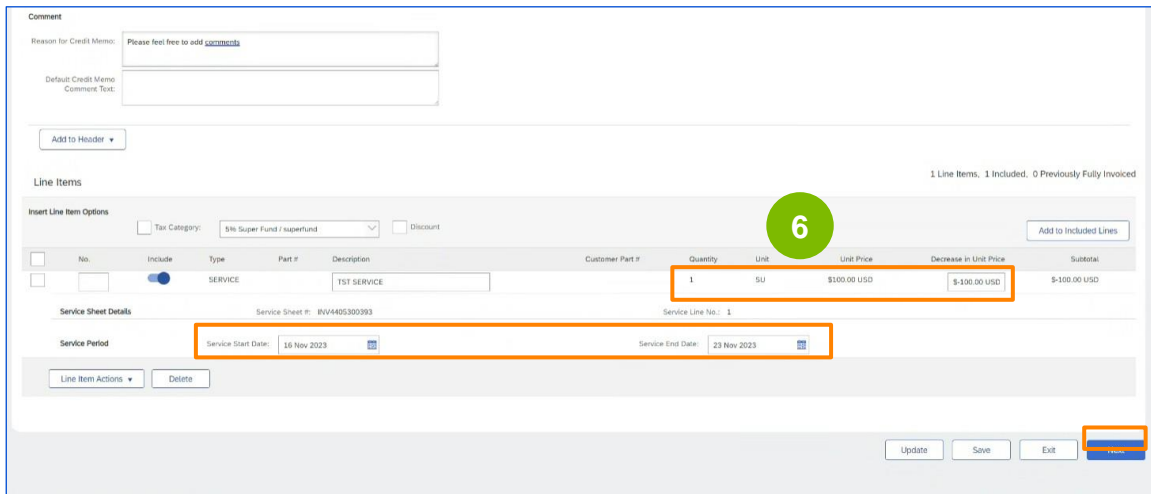
Service Sheet Details

Service Period

Line Item Actions

6

Role para baixo e atualize o **Preço unitário**, a **Data de início do serviço** e a **Data de término do serviço**, se desejar. Clique em **Next** para continuar.



Comment

Reason for Credit Memo:

Default Credit Memo Comment Text:

Add to Header

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options  Tax Category:   Discount

| No. | Include                             | Type    | Part # | Description | Customer Part # | Quantity | Unit | Unit Price   | Decrease in Unit Price | Subtotal      |
|-----|-------------------------------------|---------|--------|-------------|-----------------|----------|------|--------------|------------------------|---------------|
|     | <input checked="" type="checkbox"/> | SERVICE |        | TST SERVICE |                 | 1        | SU   | \$100.00 USD | \$-100.00 USD          | \$-100.00 USD |

Service Sheet Details

Service Period

Line Item Actions



Observações:

- Se forem aplicados **impostos/IVA**, eles também deverão ser adicionados à nota de crédito.
- **Os preços** devem ser sempre negativos.



## Métodos de envio de faturas - Nota de crédito (nível de linha)

7

Revise a precisão de sua fatura na página **Review (Revisão)**. Se não houver necessidade de alterações, clique em **Submit (Enviar)** para enviar a fatura para a LyondellBasell.

**Submit** 7

Confirm and submit the line-item credit memo. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is United States. The document's destination country is United States. If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Line-Item Credit Memo

(Original Invoice No: INV4405300383)

|                                                                 |                           |
|-----------------------------------------------------------------|---------------------------|
| Credit Memo Number: CM4405300393                                | Subtotal: \$-100.00 USD   |
| Credit Memo Date: Thursday 7 Dec 2023 8:23:14A GMT-06:00        | Base Tax: \$0.00 USD      |
| Original Invoice Number: INV4405300383                          | Amount Due: \$-100.00 USD |
| Original Invoice Date: Wednesday 15 Nov 2023 11:14 PM GMT-06:00 |                           |
| Original Purchase Order: 4029300393                             |                           |
| Has Price Adjustment: Yes                                       |                           |

**SERVICE PERIOD**

Start Date: 7 Dec 2023  
End Date: 14 Dec 2023

|                                                                                   |                                                                                              |                                                                                                                |
|-----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| <b>REMIT TO:</b><br>Date Invoice:<br>Postal Address:<br>PO BOX 430003             | <b>BILL TO:</b><br>Lyondell Chemical Company<br>Postal Address:<br>1223 McKinney, Suite 300  | <b>SUPPLIER:</b><br>LYB test 1 2020 - TEST<br>Postal Address:<br>271 N Shreve Dr                               |
| <b>BILL FROM:</b><br>LYB test 1 2020 - TEST<br>Postal Address:<br>271 N Shreve Dr | <b>CUSTOMER:</b><br>Lyondell Chemical Company<br>Postal Address:<br>1223 McKinney, Suite 300 | <b>WIRE PAYMENT TO BANK:</b><br>FIFTH THIRD BANK<br>Account Name: CREDIT CORPORATION<br>Account Type: Checking |

**SHIPPING INFORMATION:**

|                                                                |                                                                                      |
|----------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <b>SHIP FROM:</b><br>LYB test 1 2020 - TEST<br>Postal Address: | <b>SHIP TO:</b><br>Lyondell Chemical Company<br>Postal Address (Receiving Location): |
|----------------------------------------------------------------|--------------------------------------------------------------------------------------|



**Observação:** Salve sua fatura a qualquer momento durante a criação da fatura para trabalhar nela mais tarde. Você pode manter as faturas em rascunho por até 7 dias.

Invoice CM4405300393 has been submitted.

- Print a copy of the invoice.
- Exit invoice creation.

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**Observação:** Você será notificado de que uma fatura foi enviada. Você pode clicar no botão **Print (Imprimir)** para imprimir a fatura ou no botão **Exit (Sair)** para executar outras ações.



## Métodos de envio de faturas - Copiar faturas

As etapas a seguir são para os **fornecedores da LyondellBasell**



## Métodos de envio de faturas - Copiar faturas

1

Na página inicial do Ariba Network, clique na guia Workbench para visualizar as faturas.

SAP Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs Reports Assessments Create

Orders and Releases All customers Exact match Order number

Overview Getting started

182 New orders Last 31 days

998 Orders Last 31 days

154 Orders to invoice Last 31 days

253 Invoices Last 31 days

40 Items to confirm Last 31 days

More

My widgets All customers Customize

Purchase orders Last 3 months Invoice aging Activity feed All View all

2

A página do Workbench é exibida. Vá para a guia **Invoice (Fatura)** e selecione o botão de reticências (...) para a fatura que deseja copiar.

SAP Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs Reports Assessments Create

Workbench Customize

190 New orders Last 31 days

832 Orders Last 31 days

144 Orders to invoice Last 31 days

232 Invoices Last 31 days

39 Items to confirm Last 31 days

21 Items to ship Last 31 days

133 Service sheets Last 31 days

0 Pinned documents

Invoices (232)

Edit filter Save filter Last 31 days

Customers Select or type selections

Invoice number Type selection

Reference Type input

Invoice date Last 31 days

Partial match Exact match

Show more

Apply Reset

| Type             | Invoice Number | Customer                         | Reference  | Source Document | Submission Method | Origin   | Invoiced Date | Amount     | Routing Status | Invoice Status | Actions |
|------------------|----------------|----------------------------------|------------|-----------------|-------------------|----------|---------------|------------|----------------|----------------|---------|
| Standard Invoice | 17415872       | Lyondell Chemical Company - TEST | 4404969104 | Order           | Online            | supplier | Oct 5, 2023   | \$1500 USD | Acknowledged   | Approved       | ...     |



## Métodos de envio de faturas - Copiar faturas

3

Um menu suspenso é exibido. Selecione **Copiar** para continuar.

The screenshot shows the SAP Ariba Workbench interface. At the top, there are several metrics: 190 New orders, 832 Orders, 144 Orders to invoice, 232 Invoices, 39 Items to confirm, 21 Items to ship, 133 Service sheets, and 0 Pinned documents. Below this is a section for 'Invoices (232)' with filters for 'Last 31 days'. There are search and filter fields for Customers, Invoice number, Reference, Invoice date, and Invoice type. A table of invoices is displayed below, with columns for Type, Invoice Number, Customer, Reference, Source Document, Submission Method, Origin, Invoiced Date, Amount, Routing Status, and Invoice Status. A dropdown menu is open over the 'Copy' button in the table, showing options: 'Create line-item credit memo', 'Create line-item debit memo', 'Edit', and 'Copy'. A green circle with the number '3' highlights the 'Copy' option.

4

Os campos serão pré-preenchidos com base na fatura anterior, menos o número da fatura. Insira um novo número de fatura e edite os outros campos conforme necessário.

The screenshot shows the SAP Ariba Invoice creation screen. The 'Invoice #' field is highlighted with a green circle and the number '4'. The screen displays various fields for invoice creation, including 'Purchase Order', 'Invoice #', 'Invoice Date', 'Supplier Tax ID', 'Name To', 'Ship From', 'Ship To', 'Payment Term', and 'Additional Fields'. The 'Invoice #' field is pre-filled with '17415872' and is highlighted with a green circle and the number '4'. The 'Invoice #' field is highlighted with a green circle and the number '4'.



**Observação:** Para linhas de IVA, certifique-se de que a data de fornecimento no nível da linha esteja correta. Se você quiser adicionar alfabetos no campo Invoice #, ele deve estar em letras maiúsculas (All Caps)





## Métodos de envio de faturas - Copiar faturas

5 Clique em **Next** para continuar.

Subtotal: \$1,500.00 USD  
Total Tax: \$0.00 USD  
Amount Due: \$1,500.00 USD

View/Edit Addresses

6 Revise a precisão de sua fatura na página **Review (Revisar)**. Se não houver necessidade de alterações, clique em **Submit (Enviar)** para enviar a fatura para a LyondellBasell.

Invoice: Copy of 4200017727

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is United States. The document's destination country is United States. If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: 754534345  
Invoice Date: Thursday 5 Oct 2023 4:29 PM GMT+05:30  
Original Purchase Order: 4200017727

Subtotal: \$200.00 USD  
Total Tax: \$0.00 USD  
Amount Due: \$200.00 USD

Start Date: 31 Oct 2023  
End Date: 31 Oct 2023

SERVICE PERIOD

| REMIT TO:                  | BILL TO:                                                                                                                                                         | SUPPLIER:              |
|----------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Jon Doe<br>Postal Address: | Channelview Equiptar<br>Postal Address:<br>8281 Sheldon Road<br>Channelview, TX 77530-2963<br>United States<br>Address ID: CHO<br>Phone (work): +1 (281) 4528888 | LYB test 1 2020 - TEST |

| BILL FROM:                                | CUSTOMER:                                                                                                                      | WIRE PAYMENT TO BANK:                                                                           |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|
| LYB test 1 2020 - TEST<br>Postal Address: | Channelview Equiptar<br>Postal Address:<br>8281 Sheldon Road<br>Channelview, TX 77530-2963<br>United States<br>Address ID: CHO | FIFTH THIRD BANK<br>Account Name:<br>Account Type:<br>Branch Name:<br>Account ID:<br>SWIFT Code |



**Observação:** **Salve** sua fatura a qualquer momento durante a criação da fatura para trabalhar nela mais tarde. Você pode manter as faturas em rascunho por até 7 dias.



## **Gerenciamento de faturas - Pesquisar uma fatura**

As etapas a seguir são para os **fornecedores da LyondellBasell**



## Gerenciamento de faturas - Pesquisar uma fatura

- 1 Na guia **Home**, selecione **Invoices (Faturas)** no tipo de documento a ser pesquisado.

The screenshot shows the SAP Business Network Enterprise Account interface. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Assessments'. The search bar contains 'Invoices' and 'Lyondell Chemical Compar' with a search icon. Below the search bar, there are five summary cards: '193 New orders', '840 Orders', '146 Orders to invoice', '234 Invoices', and '39 Items to confirm'. The 'My widgets' section shows 'Purchase orders' (€2.02M EUR) and 'Invoice aging' (€664K EUR). An 'Activity feed' shows an 'Invoice paid' event for 'Lyondell Chemical Compan...' with amount '\$1,500.00 USD'.

- 2 Selecione **LyondellBasell** no menu suspenso Customer (Cliente).

This screenshot is identical to the previous one, but the dropdown menu for the customer name is expanded, showing 'Lyondell Chemical Compar' selected. A green circle with the number '2' highlights this selection.



## Gerenciamento de faturas - Pesquisar uma fatura

3 Digite o número da fatura desejada.

The screenshot shows the SAP Business Network interface. At the top, there is a navigation menu with options like Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Assessments. Below the navigation menu, there is a search bar with the text "Invoices" and "Lyondell Chemical Compar" selected. The search bar contains the invoice number "11221654". A green circle with the number "3" highlights the search bar. Below the search bar, there is a dashboard with several widgets. The first widget shows "193 New orders" and "840 Orders". The second widget shows "146 Orders to invoice" and "234 Invoices". The third widget shows "39 Items to confirm". Below the dashboard, there is a "My widgets" section with "Purchase orders" and "Invoice aging" widgets. The "Purchase orders" widget shows a value of "€2.02M EUR" and the "Invoice aging" widget shows a value of "€664K EUR".

4 Clique no botão **Search (Pesquisar)** para visualizar os resultados da pesquisa.

The screenshot shows the same SAP Business Network interface as the previous one. The search bar still contains the invoice number "11221654". A green circle with the number "4" highlights the search button (magnifying glass icon) next to the search bar. The rest of the interface, including the dashboard and widgets, remains the same.



## Gerenciamento de faturas - Pesquisar uma fatura

5

A fatura desejada é exibida. Selecione o número da fatura para ver os detalhes.

**Invoices**

Search Filters

Customer: Lyondell Chemical Company - TEST

Invoice Number: 11221654

Partial number  Exact number

Search Reset

**Invoices (1)**

| Invoice # ↑ | Customer                         | Reference  | Submit Method | Origin   | Self Billing | Source Doc | Date        | Amount       | Routing Status | Invoice Status   |
|-------------|----------------------------------|------------|---------------|----------|--------------|------------|-------------|--------------|----------------|------------------|
| 11221654    | Lyondell Chemical Company - TEST | 4404965929 | Online        | Supplier | No           | Order      | 11 Jul 2023 | \$100.00 USD | On Hold        | Pending Approval |

Create Line-Item Credit Memo Create Line-Item Debit Memo Edit Copy Create Non-PO Invoice Create Contract Invoice

**Invoice: 11221654**

Copy This Invoice Print Download PDF Export cXML

Detail Scheduled Payments History

**Standard Invoice**

Status: Invoice: Pending Approval  
Routing: On Hold

Subtotal: \$100.00 USD  
Total Tax: \$0.00 USD  
Amount Due: \$100.00 USD

Invoice Number: 11221654  
Invoice Date: Tuesday 11 Jul 2023 6:51 PM GMT+05:30  
Original Purchase Order: 4404965929  
Submission Method: Online  
Origin: Supplier  
Source Document: Order

**SERVICE PERIOD**

Start Date: 11 Jul 2023  
End Date: 11 Jul 2023

**REMIT TO:** Jon Doe  
Postal Address: PO BOX 630803, CINCINNATI, OH 45263-0803, United States

**BILL TO:** Lyondell Chemical Company  
Postal Address: 1221 McKinney, Suite 300, HOUSTON, TX 77010, United States, Address ID: 130

**SUPPLIER:** LYB test 1 2020 - TEST  
Postal Address: 271 N Shore Dr, Pittsburgh, PA 15212-5860, United States



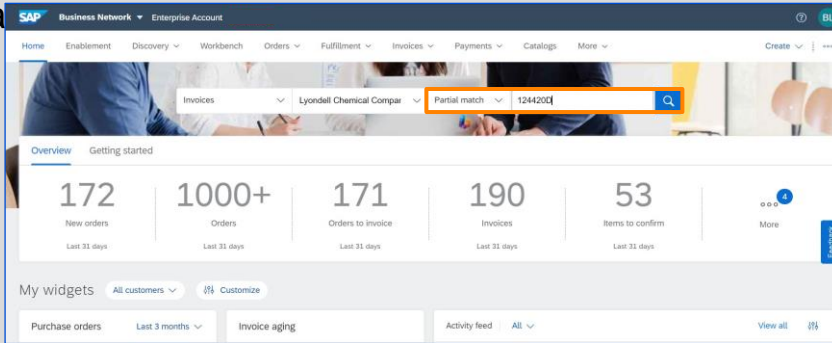
**Observação:** Os detalhes da fatura desejada são exibidos.



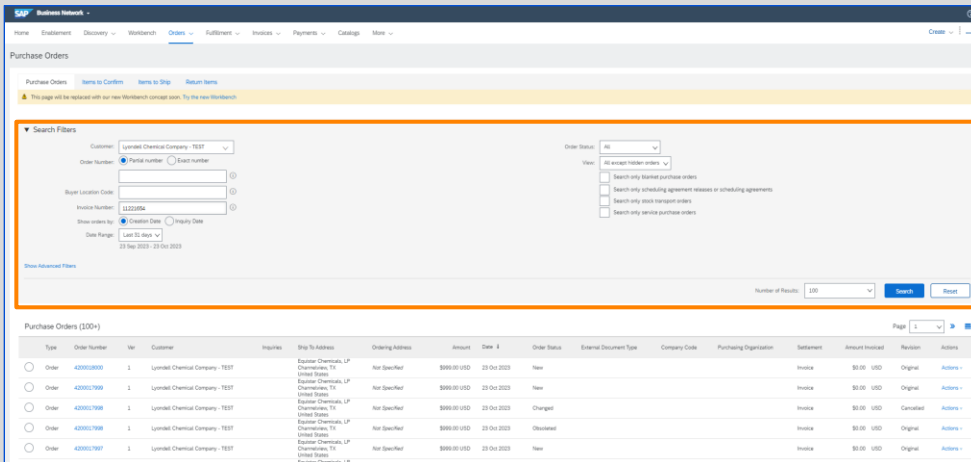
## Gerenciamento de faturas - Pesquisar uma fatura



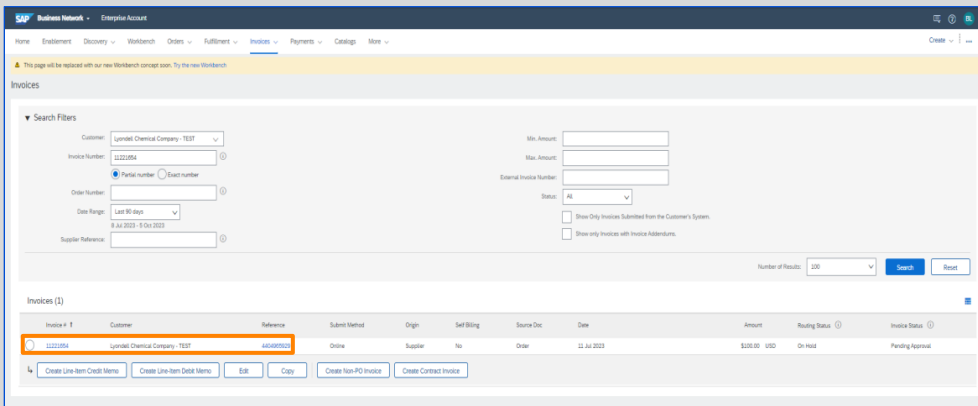
**Observação:** se você não souber o número exato da fatura, poderá selecionar correspondência parcial no menu suspenso e clicar em pesquisa



Selecione os filtros de pesquisa desejados para obter resultados de pesquisa refinados e clique em Search (Pesquisar).



A fatura desejada é exibida. Você pode clicar no número da fatura para ver detalhes adicionais.





## **Gerenciamento de faturas - Verificar o status da fatura**

As etapas a seguir são para os **fornecedores da LyondellBasell**



## Gerenciamento de faturas - Verificar o status da fatura

1

Na página inicial do Ariba Network, selecione a guia **Workbench** para visualizar uma lista de faturas.

SAP Business Network Enterprise Account

Home Enablement Discovery **Workbench** Orders Fulfillment Invoices Payments Catalogs Reports Assessments Create

1

Invoices Lyondell Chemical Compar Exact match

Overview Getting started

193 New orders Last 31 days

840 Orders Last 31 days

146 Orders to invoice Last 31 days

234 Invoices Last 31 days

39 Items to confirm Last 31 days

My widgets All customers Customize

Purchase orders Last 3 months

Invoice aging

Activity feed All View all

Invoice paid Oct 05, 2023 | 04:42 PM | Lyondell Chemical Compan... 82509310 \$1,500.00 USD

2

A guia Workbench é exibida. Selecione **Invoices (Faturas)** para ver uma lista de faturas com seu **Roteamento e Status da fatura**.

SAP Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs Reports Assessments Create

Workbench

208 New orders Last 31 days

984 Orders Last 31 days

163 Orders to invoice Last 31 days

241 Invoices Last 31 days

51 Items to confirm Last 31 days

78 Items to ship Last 31 days

135 Service sheets Last 31 days

0 Pinned documents

Invoices (241)

Customers Invoice number Reference Invoice date Invoice type

| Type             | Invoice Number | Customer                         | Reference  | Source Document | Submission Method | Origin   | Invoiced Date | Amount    | Routing Status | Invoice Status   | Self Billing | Actions |
|------------------|----------------|----------------------------------|------------|-----------------|-------------------|----------|---------------|-----------|----------------|------------------|--------------|---------|
| Standard Invoice | 85043546       | Lyondell Chemical Company - TEST | 4404969229 | Order           | Online            | supplier | Oct 9, 2023   | \$150 USD | Acknowledged   | Approved         | No           | ...     |
| Standard Invoice | 79894255       | Lyondell Chemical Company - TEST | 4404969225 | Order           | Online            | supplier | Oct 9, 2023   | \$100 USD | Acknowledged   | Paid             | No           | ...     |
| Standard Invoice | 79779730       | Lyondell Chemical Company - TEST | 4404969221 | Order           | Online            | supplier | Oct 9, 2023   | \$150 USD | Acknowledged   | Approved         | No           | ...     |
| Standard Invoice | 19299539       | Lyondell Chemical Company - TEST | 4404969222 | Order           | Online            | supplier | Oct 9, 2023   | \$150 USD | On Hold        | Pending Approval | No           | ...     |
| Standard Invoice | 56003438       | Lyondell Chemical Company - TEST | 4404969219 | Order           | Online            | supplier | Oct 9, 2023   | \$150 USD | On Hold        | Pending Approval | No           | ...     |
| Standard Invoice | 816404969209   | Lyondell Chemical Company - TEST | 4404969209 | Order           | Online            | supplier | Oct 7, 2023   | \$100 USD | On Hold        | Pending Approval | No           | ...     |
| Standard Invoice | 8164956        | Lyondell Chemical Company - TEST | 4404969205 | Order           | Online            | supplier | Oct 7, 2023   | \$80 USD  | Acknowledged   | Approved         | No           | ...     |
| Standard Invoice | 81621780       | Lyondell Chemical Company - TEST | 4300027769 | Order           | Online            | supplier | Oct 9, 2023   | \$15 USD  | Acknowledged   | Approved         | No           | ...     |

**Observação:** Você também pode refinar a pesquisa pesquisando pelo número da fatura.





## Gerenciamento de faturas - Verificar o status da fatura



### Observação:

Se tiver configurado suas Notificações de fatura, você receberá e-mails sobre alterações no status da fatura. Você pode verificar o status da fatura selecionando o link da fatura no e-mail ou fazendo login diretamente no Ariba Network usando as instruções de pesquisa.

**O Status de encaminhamento** reflete o status da transmissão da fatura para a LyondellBasell por meio da Ariba Network.

- **Obsoletos** - Você cancelou a fatura
- **Falha** - A fatura não chegou à LyondellBasell. Isso pode ser devido a regras de faturamento; verifique a guia Histórico para saber o motivo da rejeição.
- **Em fila** - a Ariba Network recebeu a fatura, mas ainda não a processou
- **Enviada** - a Ariba Network enviou a fatura para uma fila. A fatura está aguardando a retirada pelo cliente
- **Confirmado** - o aplicativo de faturamento da LyondellBasell confirmou o recebimento da fatura

**O status da fatura** reflete o status específico de sua fatura.

- **Enviado** - O aplicativo de faturamento da LyondellBasell recebeu a fatura, mas ainda não a verificou em relação aos pedidos de compra e recibos
- **Aprovado** - A LyondellBasell verificou a fatura em relação aos pedidos de compra e recibos e a aprovou para pagamento
- **Pago** - A LyondellBasell pagou a fatura ou está em processo de emissão de pagamento. **Rejeitada** - A LyondellBasell rejeitou a fatura ou a fatura falhou na validação pela Ariba Network.
- **Falha** - Ariba Network teve um problema ao encaminhar a fatura

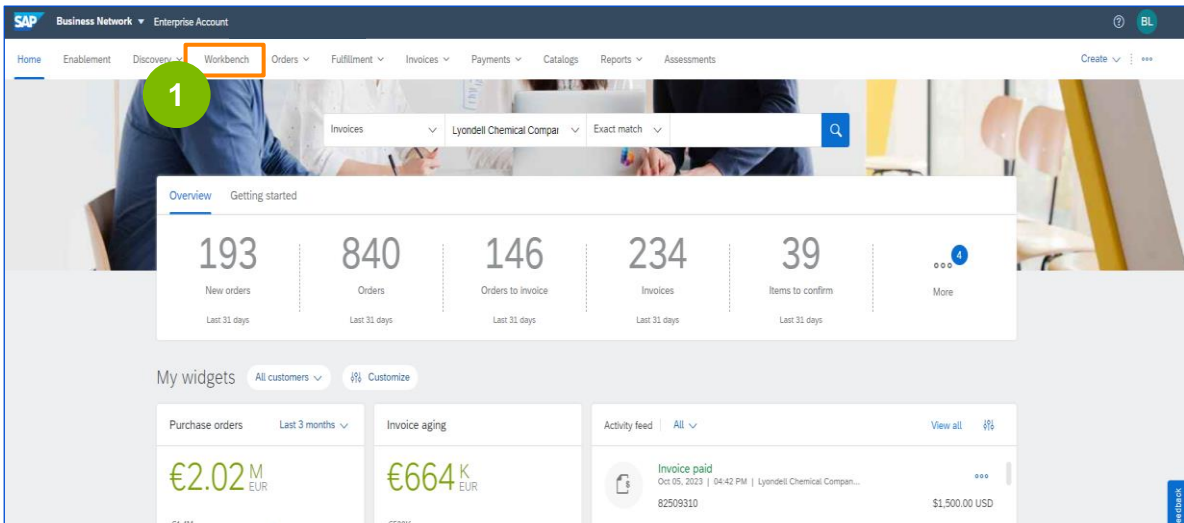


## **Gerenciamento de faturas - Verificar status de pagamento**

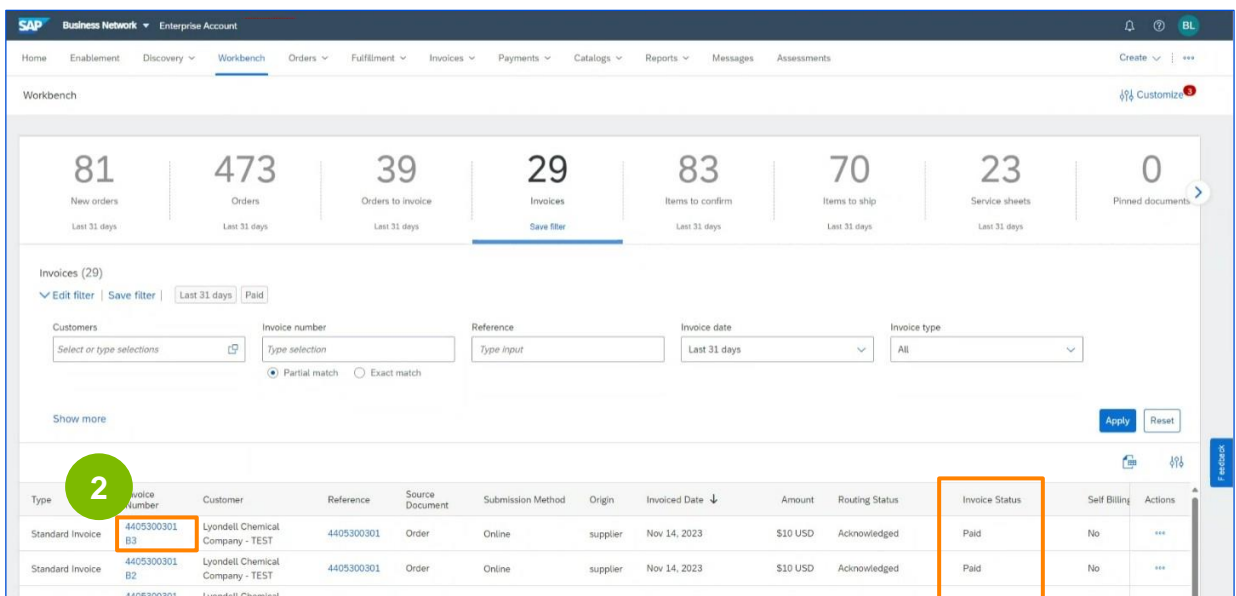
As etapas a seguir são para os **fornecedores da LyondellBasell**

## Gerenciamento de faturas - Verificar o status do pagamento

1 Na página inicial do Ariba Network, selecione a guia **Workbench** para visualizar uma lista de faturas.



2 A guia Workbench é exibida. Selecione o número da fatura para visualizar os detalhes do pagamento da fatura. Certifique-se de que o status da fatura esteja definido como Pago



| Type             | Invoice Number | Customer                         | Reference  | Source Document | Submission Method | Origin   | Invoiced Date | Amount   | Routing Status | Invoice Status | Self Billing | Actions |
|------------------|----------------|----------------------------------|------------|-----------------|-------------------|----------|---------------|----------|----------------|----------------|--------------|---------|
| Standard Invoice | 4405300301 B3  | Lyondell Chemical Company - TEST | 4405300301 | Order           | Online            | supplier | Nov 14, 2023  | \$10 USD | Acknowledged   | Paid           | No           | ...     |
| Standard Invoice | 4405300301 B2  | Lyondell Chemical Company - TEST | 4405300301 | Order           | Online            | supplier | Nov 14, 2023  | \$10 USD | Acknowledged   | Paid           | No           | ...     |



## Gerenciamento de faturas - Verificar status de pagamento

3

Os detalhes da fatura são exibidos. Clique na guia **Scheduled Payments (Pagamentos programados)** para visualizar a programação de pagamentos futuros.

Invoice: 4405300301B3

Copy This Invoice Download PDF Export cXML

Detail Scheduled Payments Remittance History

Standard Invoice

|                          |                                         |                 |             |
|--------------------------|-----------------------------------------|-----------------|-------------|
| Status                   | Invoice: Paid                           | Subtotal:       | \$10.00 USD |
| Routing:                 | Acknowledged                            | Total Tax:      | \$0.00 USD  |
| Invoice Number:          | 4405300301B3                            | Total Shipping: | \$0.00 USD  |
| Invoice Date:            | Wednesday 15 Nov 2023 1:38 AM GMT+08:00 | Amount Due:     | \$10.00 USD |
| Original Purchase Order: | 4405300301                              |                 |             |
| Submission Method:       | Online                                  |                 |             |
| Origin:                  | Supplier                                |                 |             |
| Source Document:         | Order                                   |                 |             |

REMIT TO: Dale Horowitz, 771 N. Stange Dr, United States

BILL TO: Houston Refining LP, 123 Mockingbird Suite 700, Houston, TX 77010, United States

SUPPLIER: LYB test 1 2020 - TEST, 27 Pittsburgh, PA 15212-5860, United States

BILL FROM: LYB test 1 2020 - TEST, 771 N. Stange Dr

CUSTOMER: Houston Refining LP, 123 Mockingbird Suite 700

WIRE PAYMENT TO BANK: FIFTH THIRD BANK, Account Name: CINTAS CORPORATION, Account Type: Checking

4

A guia Pagamentos programados é exibida. Você pode visualizar os detalhes e o status do pagamento aqui. Clique na guia **Remittance (Remessa)** para visualizar os detalhes da remessa.

Invoice: 4405300301B3

Copy This Invoice Download PDF Export cXML

Detail Scheduled Payments Remittance History

| Payment Proposal | Create      | Accepted Date | Planned Payment Date | Method | Original Amount | Discount/Interest | Adjustment | Amount Due  | Status | Action |
|------------------|-------------|---------------|----------------------|--------|-----------------|-------------------|------------|-------------|--------|--------|
|                  | 14 Nov 2023 |               |                      | ACH    | \$10.00 USD     | \$0.00 USD        |            | \$10.00 USD | Paid   |        |

Copy This Invoice Download PDF Export cXML

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## Gerenciamento de faturas - Verificar status de pagamento

5

Os detalhes da remessa são exibidos. Clique no **número de referência** para visualizar o documento de detalhes do pagamento.

Invoice: 4405300301B3

Copy This Invoice | Download PDF | Export cXML

Detail | Scheduled Payments | Remittance | History

| Reference No.         | Type | Payment Proposal | Status | Payment Date | Method | Received On |
|-----------------------|------|------------------|--------|--------------|--------|-------------|
| 2.20231114.6900196445 |      |                  | Paid   | 14 Nov 2023  | ACH    | 14 Nov 2023 |

Gross: \$10.00 USD  
Discount: \$0.00 USD  
Adjustment: \$0.00 USD  
Net: \$10.00 USD

Copy This Invoice | Download PDF | Export cXML

Done

6

Os detalhes da remessa são exibidos. Role para baixo para visualizar os itens de linha e clique em **Done (Concluído)** para sair.

Remittance Advice 2.20231114.6900196445 (paid)

Print | Export iXBRL | Download CSV

Detail | History

**LYB** LyondellBasell

From: Lyondell Chemical Company - TEST  
To: LYB NW 1 2023 - TEST

REMITTANCE ADVICE  
2.20231114.6900196445 (paid)  
Gross Amount: \$30.00 USD  
Withholding Tax: \$0.00 USD  
Amount Paid: \$30.00 USD  
Estimated Settlement on: 14 Nov 2023

Payment Detail

Payment Method: ACH (payment)  
Reference Number: 6900196445  
Product Payment: 2.20231114.6900196445  
Identified Collection: None

Routing Method: 094  
Transaction Date: 14 Nov 2023

ADDITIONAL INFORMATION

Line Items (3)

| Line # | Payable Reference                    | Gross Amount | Discount   | Withholding Tax | Adjustment | Net Amount Paid | Scheduled Payment |
|--------|--------------------------------------|--------------|------------|-----------------|------------|-----------------|-------------------|
| 1      | Invoice: 4405300301B3 (Direct Debit) | \$30.00 USD  | \$0.00 USD |                 |            | \$30.00 USD     |                   |
| 2      | Invoice: 4405300301B2 (Direct Debit) | \$30.00 USD  | \$0.00 USD |                 |            | \$30.00 USD     |                   |
| 3      | Invoice: 4405300301B3 (Direct Debit) | \$30.00 USD  | \$0.00 USD |                 |            | \$30.00 USD     |                   |

Gross Amount: \$30.00 USD  
Discount Applied: \$0.00 USD  
Withholding Tax: \$0.00 USD  
Adjustment: \$0.00 USD  
Amount Paid: \$30.00 USD

Done | Previous



**Observação:** O número do aviso de remessa combina a data de compensação e o número de compensação. Os primeiros oito números são o ano, o mês e a data, seguidos pelo número de compensação do banco.

## Gerenciamento de faturas - Verificar o status do pagamento



**Observação:** Você pode visualizar uma lista de todas as remessas em massa acessando **Invoices > Remittances (Faturas > Remessas)**

| Invoice Number | Customer                         | Reference  | Invoiced Date | Amount       | Routing Status | Invoice Status | From address                                | To address                            | Actions |
|----------------|----------------------------------|------------|---------------|--------------|----------------|----------------|---------------------------------------------|---------------------------------------|---------|
| INV4405300309C | Lyondell Chemical Company - TEST | 4405300309 | Nov 14, 2023  | \$390000 USD | Acknowledged   | Approved       | LYB test 1 2020 - TEST, Pittsburgh, PA, USA | Houston Refining LP, HOUSTON, TX, USA | ...     |
| INV4405300309B | Lyondell Chemical Company - TEST | 4405300309 | Nov 14, 2023  | \$390000 USD | Acknowledged   | Approved       | LYB test 1 2020 - TEST, Pittsburgh, PA, USA | Houston Refining LP, HOUSTON, TX, USA | ...     |

É exibida uma lista de todas as remessas.

| Transaction           | Customer                         | Payment Date | Account ID | Method | Reference Number | Gross     | Discount | Adjustment | Net       | Status | Routing Status | Difference |
|-----------------------|----------------------------------|--------------|------------|--------|------------------|-----------|----------|------------|-----------|--------|----------------|------------|
| Z.20231114.6900196445 | Lyondell Chemical Company - TEST | Nov 14, 2023 |            | ACH    | 6900196445       | \$30 USD  | \$0 USD  | \$0 USD    | \$30 USD  | Paid   | Sent           |            |
| Z.20231114.6900196444 | Lyondell Chemical Company - TEST | Nov 14, 2023 |            | ACH    | 6900196444       | \$300 USD | \$0 USD  | \$0 USD    | \$300 USD | Paid   | Sent           |            |
| Z.20231114.690019644  | Lyondell Chemical Company - TEST | Nov 14, 2023 |            | ACH    | 6900196443       | \$800 USD | \$0 USD  | \$0 USD    | \$800 USD | Paid   | Sent           |            |



## **Gerenciamento de faturas - Histórico de faturas**

As etapas a seguir são para os **fornecedores da LyondellBasell**



## Gerenciamento de faturas - Histórico de faturas

1

Abra a fatura desejada para a qual você deseja visualizar o histórico da fatura. Clique na guia **History (Histórico)** para continuar.

SAP Business Network - Enterprise Account

Invoice: 10060220

Copy This Invoice Print Download PDF Export cXML

Detail Scheduled Payments **History**

Standard Invoice

Status  
Invoice: Paid  
Routing: Acknowledged  
Invoice Number: 10060220  
Invoice Date: Wednesday 20 Sep 2023 2:32 PM GMT+01:00  
Original Purchase Order: 4404968201  
Submission Method: Online  
Origin: Supplier  
Source Document: Order

SERVICE PERIOD  
Start Date : 20 Sep 2023  
End Date : 20 Sep 2023

2

A página Invoice History (Histórico da fatura) é exibida com o histórico e os comentários de status da fatura. Revise os detalhes e clique em **Done (Concluído)** para sair.

Invoice: 10060220

Copy This Invoice Download PDF Export cXML

Detail Scheduled Payments History

Invoice: 10060220  
Invoice Status: Paid  
Received By: SAP Business Network On: 20 Sep 2023 6:57:29 PM GMT+01:00  
Submitted By: Bradley Lapp

To: Lyondell Chemical Company - TEST  
Routing Status: Acknowledged

| Status       | Comments                                                                                          | Changed By                    | Date and Time          |
|--------------|---------------------------------------------------------------------------------------------------|-------------------------------|------------------------|
|              | The invoice was successfully received.                                                            | LYB user 1 2020 - TEST        | 20 Sep 2023 6:57:29 PM |
| On Hold      | cXML InvoiceDetailRequest queued                                                                  | Supplier                      | 20 Sep 2023 6:57:36 PM |
|              | Invoice date automatically changed to 2023-09-20T14:32:05+01:00 after service sheet approval.     | PropagatorProcessor-109548034 | 20 Sep 2023 7:02:02 PM |
|              | The invoice status has been successfully updated to approved by Lyondell Chemical Company - TEST. | PropagatorProcessor-109548034 | 20 Sep 2023 7:02:02 PM |
| Queued       | Comments from Lyondell Chemical Company - TEST: Success                                           | Supplier                      | 20 Sep 2023 7:02:02 PM |
|              |                                                                                                   | PropagatorProcessor-109542040 | 20 Sep 2023 7:02:54 PM |
| Acknowledged |                                                                                                   | Supplier                      | 20 Sep 2023 7:02:55 PM |
|              | The invoice status has been successfully updated to Approved by Lyondell Chemical Company - TEST. | PropagatorProcessor-109523038 | 20 Sep 2023 7:06:04 PM |
|              | The invoice status has been successfully updated to Paid by Lyondell Chemical Company - TEST.     | PropagatorProcessor-109548036 | 20 Sep 2023 7:13:12 PM |

Copy This Invoice Download PDF Export cXML

Done



**Observação:** O histórico de transações pode ser usado na determinação de problemas para transações com falha ou rejeitadas.





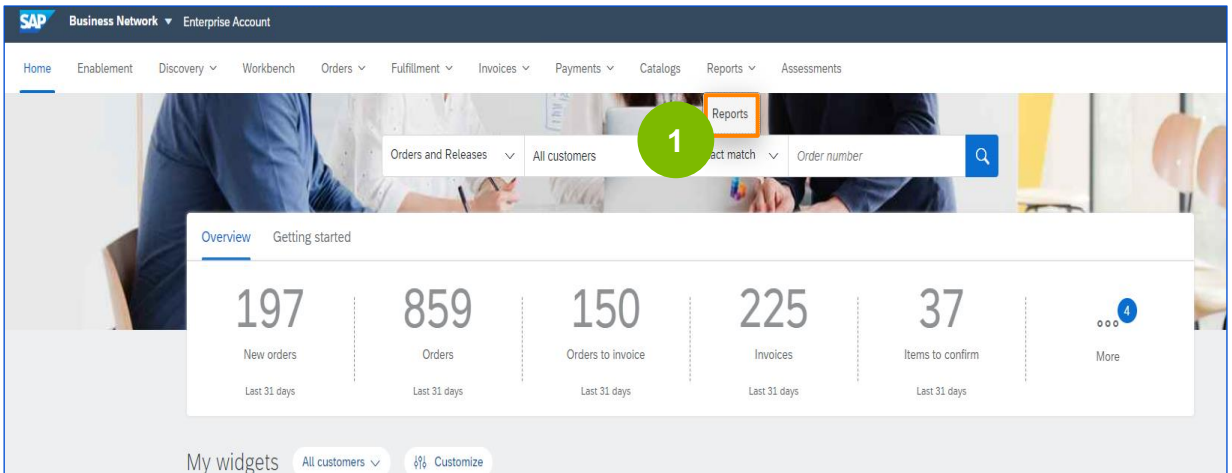
## **Gerenciamento de faturas - Relatórios de faturas**

As etapas a seguir são para os **fornecedores da LyondellBasell**

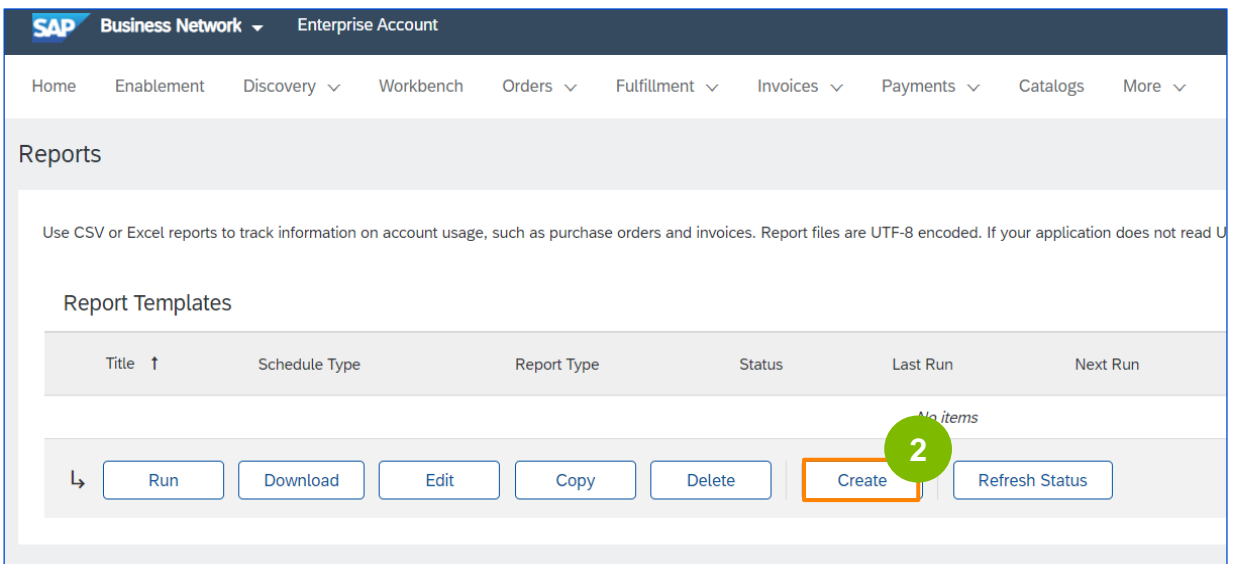


## Gerenciamento de faturas - Relatórios de faturas

- 1 Clique na guia **Relatórios** na tela inicial do SAP Ariba para criar relatórios.



- 2 A página Relatórios é exibida. Clique em **Create (Criar)** para criar um novo relatório.



**Observação:** O histórico de transações pode ser usado na determinação de problemas para transações com falha, pendentes ou rejeitadas.



## Gerenciamento de faturas - Relatórios de faturas

3

Digite um **título** para o relatório, selecione um **tipo de relatório**, adicione outros detalhes que julgar necessários e clique em **Next** para **continuar**.

Report

Enter a title and description for this report. Check the Time Zone and Language settings. You can set the Time Zone and Language for each report. Then, select the Report Type.

1 Report Description

2 Criteria

Title: Report1

Description:

Time zone: CET

Language: English

Report type: Invoice

Next Exit

Next Exit

4

A seção Critérios é exibida. Clique no botão **Select (Selecionar)** ao lado do campo Customer (Cliente) para localizar a LyondellBasell.

Report

Set the parameters for this report. To save your changes and put the report into the queue to be run, click Next. To exit without saving changes or running this report, click Exit.

1 Report Description

2 Criteria

Customer: All Customers **Select**

Invoice Number: [ ]

Invoice Amount: [ ] to [ ]

Routing Status: Any

Invoice Status: Any

Invoices without Payment Receipts

Created Date: 24 Sep 2023 To 24 Oct 2023

Maximum Results Returned: 100

Previous Submit Exit

Previous Submit Exit



## Gerenciamento de faturas - Relatórios de faturas

5

A tela Selecionar clientes é exibida. Encontre e selecione **LyondellBasell** e clique em **OK**.

Select customers

Selected Customers

No items

Remove

Company Name:  Search

Customer

Lyondell Chemical Company - TEST

Lyondell Chemical Company Supplemental - TEST

Add

OK Cancel

6

Digite as informações desejadas para o relatório.

SAP Business Network Enterprise Account

Report

Previous Submit Exit

1 Report Description

2 Criteria

Set the parameters for this report. To save your changes and put the report into the queue to be run, click Submit. To exit without saving changes or running this report, click Exit.

Customer: Lyondell Chemical Company - TEST

Invoice Number:

Invoice Amount:  to

Routing Status: Any

Invoice Status: Any

Invoices without Payment Receipts

Created Date: 24 Sep 2023 To 24 Oct 2023

Maximum Results Returned: 100

Previous Submit Exit



**Observação:** Dependendo do tipo de relatório selecionado, essa tela pode ser diferente. Deixe o campo do número da fatura em branco se quiser visualizar todos os resultados.



## Gerenciamento de faturas - Relatórios de faturas

7 Clique em **Submit** para continuar.

SAP Business Network - Enterprise Account

Report

Set the parameters for this report. To save your changes and put the report into the queue to be run, click Submit. To exit without saving changes or running this report, click Exit.

1 Report Description

2 Criteria

Customer: Lyondell Chemical Company - TEST

Invoice Number:

Invoice Amount:  to

Routing Status: Any

Invoice Status: Any

Invoices without Payment Receipts

Created Date: 24 Sep 2023 To 24 Oct 2023

Maximum Results Returned: 100

Previous Submit Exit

8 Você será redirecionado para a tela Relatórios. Clique no botão **Refresh Status (Atualizar status)** para ver o status atualizado do relatório.

SAP Business Network - Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs More

Reports

Use CSV or Excel reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application does not read UTF

Report Templates

| Title ↑       | Schedule Type | Report Type          | Status | Last Run | Next Run |
|---------------|---------------|----------------------|--------|----------|----------|
| Early Payment | Manual        | Early Payment Detail | Queued |          | 2023     |

Run Download Edit Copy Delete Create Refresh Status



## Gerenciamento de faturas - Relatórios de faturas

9

Quando o status do relatório mudar para **Processado**, clique no botão **Download** para fazer o download do relatório.

The screenshot shows the SAP Business Network interface for an Enterprise Account. The main content area is titled 'Reports' and contains a table of 'Report Templates'. The table has columns for Title, Schedule Type, Report Type, Status, Last Run, Next Run, Created, Created By, and Report Size. A single report template is listed with the title 'Report1', a 'Manual' schedule type, 'Invoice' report type, and a 'Processed' status. The 'Last Run' is '25 Oct 2023' and the 'Created' date is '25 Oct 2023'. Below the table, there are several action buttons: Run, Download, Edit, Copy, Delete, Create, and Refresh Status. The 'Download' button is highlighted with a green circle containing the number '9'. The SAP logo and copyright information are visible at the bottom left, and links for Privacy Statement, Security Disclosure, and Terms of Use are at the bottom right.

| Title   | Schedule Type | Report Type | Status    | Last Run    | Next Run | Created     | Created By   | Report Size |
|---------|---------------|-------------|-----------|-------------|----------|-------------|--------------|-------------|
| Report1 | Manual        | Invoice     | Processed | 25 Oct 2023 |          | 25 Oct 2023 | Bradley Lapp | 356 B       |



## Gerenciamento de faturas - Arquivo de faturas

As etapas a seguir são para os **fornecedores da LyondellBasell**



## Gerenciamento de faturas - Arquivo de faturas

1

Clique no ícone de perfil -> Configurações -> Roteamento de fatura eletrônica para visualizar a página de configurações de rede.

2

A página Configurações de rede é exibida. Selecione a guia **Faturamento e arquivamento de impostos**.



**Observação:** A configuração do arquivamento de faturas permite que você especifique a frequência, o imediatismo e a entrega de arquivos de faturas compactados.





## Gerenciamento de faturas - Arquivo de faturas

3

A página Configurações de rede é exibida. Clique no botão **Configure Invoice Archival (Configurar arquivamento de faturas)** para configurar as regras de arquivamento de faturas.

Network Settings

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement Data Deletion Criteria

General Tax Invoicing and Archiving

Tax Information

Tax Classification Type: (no value)

Taxation Type: (no value)

Tax ID: Do not enter dashes

State Tax ID: Do not enter dashes

Regional Tax ID: Do not enter dashes

VAT ID:

VAT Registered:

VAT Registration Document: <No document> Upload

Tax Clearance:

Tax Clearance Number: 3000104900

Tax Clearance Document: <No document> Upload

Tax Clearance Expiry Date:

Exempt from Backup Withholding:  Yes  No

Invoice Archival

Configure Invoice Archival

4

Selecione a frequência desejada, escolha Arquivar imediatamente para arquivar sem esperar 30 dias e clique em **Iniciar**. Se você quiser que o Ariba entregue arquivos zipados arquivados, insira um URL de entrega de arquivo.

SAP Business Network Enterprise Account

Invoice Archival

SAP Business 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 SAP Business Network to collect all pending invoice details before it can start archiving your invoices. If you do not want SAP Business Network to wait for a 30-day period, select Archive Immediately on the Invoices page.

Twice Daily

Daily

Weekly

Every Two Weeks

Monthly

Archiving Start Time: 0 AM : CET

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

**Observação:** Você pode parar ou atualizar a frequência de arquivamento a qualquer momento.



## Gerenciamento de faturas - Arquivo de faturas

5

Clique em **Save (Salvar)** para salvar suas configurações.

SAP Business Network -- Enterprise Account

### Invoice Archival

Save Close

SAP Business 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 SAP Business Network to archive your invoices. Based on the option you have selected, SAP Business 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 SAP Business 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: 8 AM : CET

Archive Immediately

Stop Update Frequency

The first archive file will be available on 11/07/2023

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

5 Save Close

Upload

Tax Clearance

Tax Clearance Number: 3606104900

Tax Clearance Document: <No document>

Upload

Tax Clearance Expiry Date:

Exempt from Backup Withholding:  Yes  No

### Invoice Archival

SAP Business 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 SAP Business Network to archive your invoices. Based on the option you have selected, SAP Business 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 SAP Business 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](#)

### 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. SAP Business 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 [certain countries](#).

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](#).

If recurring or one time data deletion feature is enabled, the invoices will be deleted. You may not be able to search or retrieve those invoices from the archiving service provider.

Save Close



**Observação:** Também é possível navegar até a tela **Faturamento e arquivamento de impostos** para assinar o Arquivamento de documentos de longo prazo para obter uma solução de arquivamento integrada.



# Obrigado



# Spanish



# Guía de facturación de Ariba Network

## Ayuda al empleo

**Publicado:** Octubre 2023  
**Propietario:** Source-to-Pay Team



## Propósito

El objetivo de esta ayuda de trabajo es proporcionar una guía paso a paso sobre cómo presentar y gestionar facturas en Ariba Network.



## Público destinatario

Esta ayuda de trabajo es para las siguientes funciones:

- **Proveedores habilitados para la red Ariba de LyondellBasell**

## Índice

Navegue por la ayuda para el trabajo seleccionando la sección adecuada:



- **Proceso de facturación - Reglas de facturación**
- **Métodos de presentación de facturas - PO Flip (Materiales)**
- **Métodos de presentación de facturas - PO Flip (Servicios)**
- **Métodos de presentación de facturas - Facturas contractuales**
- **Métodos de presentación de facturas - Abono (nivel de cabecera)**
- **Métodos de presentación de facturas - Abono (nivel de línea)**
- **Métodos de presentación de facturas - Copiar facturas**
- **Gestión de facturas - Búsqueda de facturas**
- **Gestión de facturas - Comprobar el estado de las facturas**
- **Gestión de facturas - Comprobar el estado del pago**
- **Gestión de facturas - Historial de facturas**
- **Gestión de facturas - Informes de facturación**
- **Gestión de facturas - Archivo de facturas**



## Referencias

Puede consultar información adicional aquí:

- **Sitio del proveedor de LyondellBasell**



## Proceso Procure-to-Pay: Entrada de mercancías

1

Acuse de recibo del pedido

2

Confirmación de pedido

3

Notificación avanzada de envíos

4

Entrada de mercancías  
(Sólo materiales)

5

Factura



Recibir pedido

Cada pedido debe recibirse para poder facturarse.



Tramitación de pedidos

El plazo estándar de procesamiento de la entrada de mercancías de LyondellBasell es de **2-3 días**.

Tras la contabilización de Entradas de mercancías, el estado **Recibido** se envía automáticamente a Ariba Network, informando al proveedor de que está listo para Facturar.



Consultas sobre la entrada de mercancías

Las consultas sobre la recepción de mercancías deben enviarse al servicio de asistencia técnica de pedidos, cuya dirección de correo electrónico figura en la orden de compra.



## Proceso Procure-to-Pay: Facturación

1

Acuse de recibo del pedido

2

Confirmación de pedido

3

Notificación avanzada de envíos

4

Entrada de mercancías (sólo materiales)

5

Factura



### Compatible con Ariba Network

- ✓ Envío de facturas individuales y masivas a través de Ariba Network
- ✓ Mayor visibilidad de los proveedores
  - Estado de las facturas
  - Historia
  - Informes
- ✓ Reglas de serie incorporadas antes de Facturación:
  - Acuse de recibo del pedido
  - Confirmación de pedido
  - Avisos anticipados de expedición
  - Entrada de mercancías
- ✓ La cantidad y el precio del pedido deben coincidir
- ✓ Material, reparaciones y pedidos de servicio
- ✓ Facturas parciales
- ✓ Envío/impuestos en la cabecera de la factura
- ✓ Abonos
- ✓ Cita previa





## Proceso Procure-to-Pay: Facturación

1

Acuse de recibo del pedido

2

Confirmación de pedido

3

Notificación avanzada de envíos

4

Entrada de mercancías  
(Sólo materiales)

5

Factura



### No compatible con Ariba Network

- ✗ Facturas en papel (PDF)**  
LyondellBasell exige que las facturas se presenten electrónicamente a través de Ariba Network; LyondellBasell ya no aceptará facturas en papel por correo electrónico.
- ✗ Facturas no-PO, facturas recapitulativas o consolidadas**  
Solicitud contra múltiples órdenes de compra; no aceptada por LyondellBasell
- ✗ Facturación de tarjetas de compra (P-Cards)**  
Factura de un pedido realizado con tarjeta de compra; no aceptada por LyondellBasell.
- ✗ Duplicar facturas**  
Se debe proporcionar un número de factura nuevo y único para cada factura; LyondellBasell rechazará los números de factura duplicados a menos que se vuelva a presentar una factura corregida que anteriormente tenía un estado fallido en Ariba Network.
- ✗ Partidas adicionales**  
No se pueden añadir partidas adicionales a una factura de pedido.



## Proceso de facturación - Reglas de facturación

Los siguientes pasos son para **los proveedores de LyondellBasell**



## Proceso de facturación - Reglas de facturación

1

Introduzca su **nombre de usuario** y **contraseña** en la página de inicio de sesión de [Ariba Network](#) y haga clic en el botón **Iniciar sesión**.

SAP Business Network

Supplier Login

User Name

Password

1 Login

[Forgot Username or Password](#)

New to SAP Business Network?  
[Register Now](#) or [Learn More](#)

2

Aparecerá la página de inicio de Ariba Network. Seleccione el **icono Perfil > Configuración > Relaciones con clientes** para ver la página Configuración de cuenta.

SAP Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs Reports Assessments

Orders and Releases All customers Exact match Order number

Overview Getting started

203 New orders Last 31 days

892 Orders Last 31 days

160 Orders to invoice Last 31 days

232 Invoices Last 31 days

38 Items to confirm Last 31 days

My widgets All customers Customize

Purchase orders Last 3 months Invoice aging Activity feed All

Account Settings

Customer Relationships

Network Settings

Settings

Bradley Lapp  
LYB1@lyb.com  
My Account  
Link User IDs  
Contact Administrator  
LYB test 1 2020 - TEST  
ANID: AN01496751624-T  
Premium Package  
Company Profile  
Marketing Profile  
Logout



## Proceso de facturación - Reglas de facturación

3

Aparece la página Configuración de la cuenta con una lista de sus clientes. Seleccione **LyondellBasell**.

Account Settings

Customer Relationships | Notifications | Account Registration | API management

Current Relationships | Potential Relationships

I prefer to receive relationship requests as follows:

Automatically accept all relationship requests  Manually review all relationship requests

Update

Current (2) | Pending (0) | Rejected (0)

Current Customers

Filter

Customers

Enter customer name or Network ID +

Apply | Reset

| <input type="checkbox"/>            | Customer                                      | Network ID      | Relationship Type | Approved Date | Collaboration Type |
|-------------------------------------|-----------------------------------------------|-----------------|-------------------|---------------|--------------------|
| <input checked="" type="checkbox"/> | Lyondell Chemical Company - TEST              | AN01023408720-T | Trading           | 3 Mar 2020    | Fulfillment        |
| <input type="checkbox"/>            | Lyondell Chemical Company Supplementat - TEST | AN01471108502-T | Trading           | 27 Jan 2023   | Fulfillment        |

Reject

4

Aparecerá la página **Detalles del cliente**. Desplácese hacia abajo para ver las **Reglas generales de facturación**.

4

General Invoice Rules

|                                                                                          |     |
|------------------------------------------------------------------------------------------|-----|
| Allow suppliers to send invoices to this account.                                        | Yes |
| Allow suppliers to send invoices with service information.                               | No  |
| 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  |
| Require suppliers to send credit memo attachments.                                       | No  |
| Ignore country-based invoice rules.                                                      | No  |
| Allow suppliers to send non-PO invoices.                                                 | No  |
| Allow suppliers to send invoices with a contract reference.                              | No  |
| Require suppliers to create an order confirmation for the PO before creating an invoice. | Yes |
| Require suppliers to create invoice with line item quantity greater than zero.           | Yes |
| Require suppliers to create invoice with line item price greater than zero.              | Yes |
| Require suppliers to create a ship notice for the PO before creating an invoice.         | No  |
| Allow suppliers to send invoices if a PCard or credit card was included in the order.    | No  |
| Allow suppliers to send header level credit memos.                                       | No  |
| Allow suppliers to send line-item credit memo with quantity adjustment.                  | No  |
| Allow suppliers to send line-item credit memo with price adjustment.                     | No  |
| Allow suppliers to send line-item debit memo with price adjustment.                      | No  |
| Allow suppliers to create debit memos where the line-item price is zero.                 | No  |
| Allow suppliers to create credit memos where the line-item quantity is zero.             | Yes |
| Allow suppliers to create line item credit memo that exceed the invoiced amount.         | Yes |
| Require suppliers to provide a reason for each credit memo.                              | No  |
| Allow suppliers to cancel invoices they create.                                          | Yes |
| Allow invoices for information purpose.                                                  | No  |



## Proceso de facturación - Reglas de facturación

Country-based Invoice Rules

Download Invoice Rules

Originating Country of Invoice: All Other Countries



**Nota:** Si suministra material o presta servicios en varios países para LyondellBasell, puede seleccionar las normas de cada país que desea consultar.

5 Haga clic en **Listo** para salir.

Order Routing Rules

- Do not allow charge orders for fully shipped orders.
- Do not allow charge orders for partially shipped orders.
- Retain confirmation status for unchanged line items on change orders.
- Do not allow the notes tracking on change orders.
- Do not allow charge orders in invoice aggregation.
- Do not allow cancel orders for fully shipped orders.
- Do not allow cancel orders for partially shipped orders.
- Do not override supplier's routing method for orders that match buyer's conditions.
- Do not mark purchase order as received when the receipt displays close for receiving.

Done



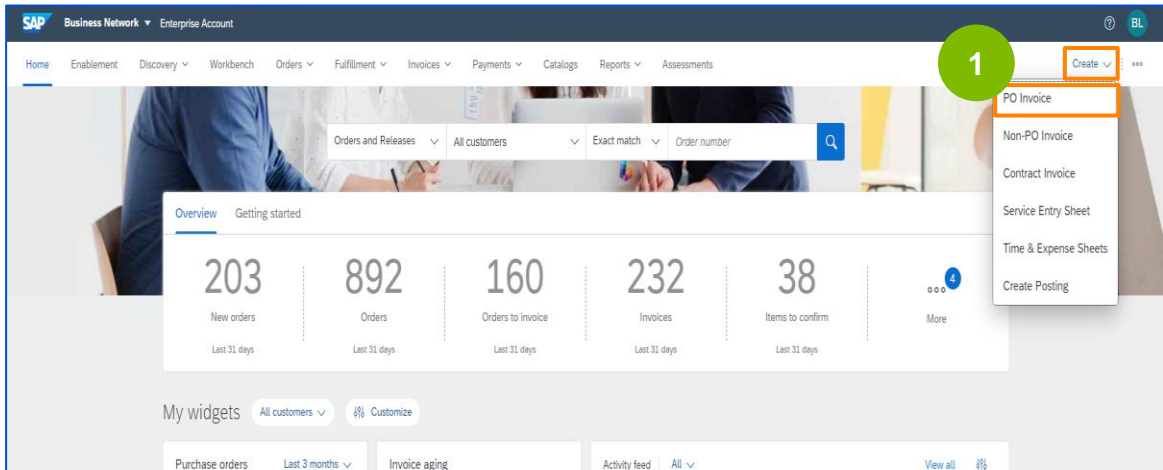
## **Métodos de presentación de facturas - Factura a través de PO Flip (Materiales)**

Los siguientes pasos son para **los proveedores de LyondellBasell**

## Métodos de presentación de facturas - Factura a través de PO Flip (Materiales)

1

En la pantalla de inicio de su cuenta de Ariba Network, seleccione el menú desplegable **Crear** y seleccione **Factura de pedido**.

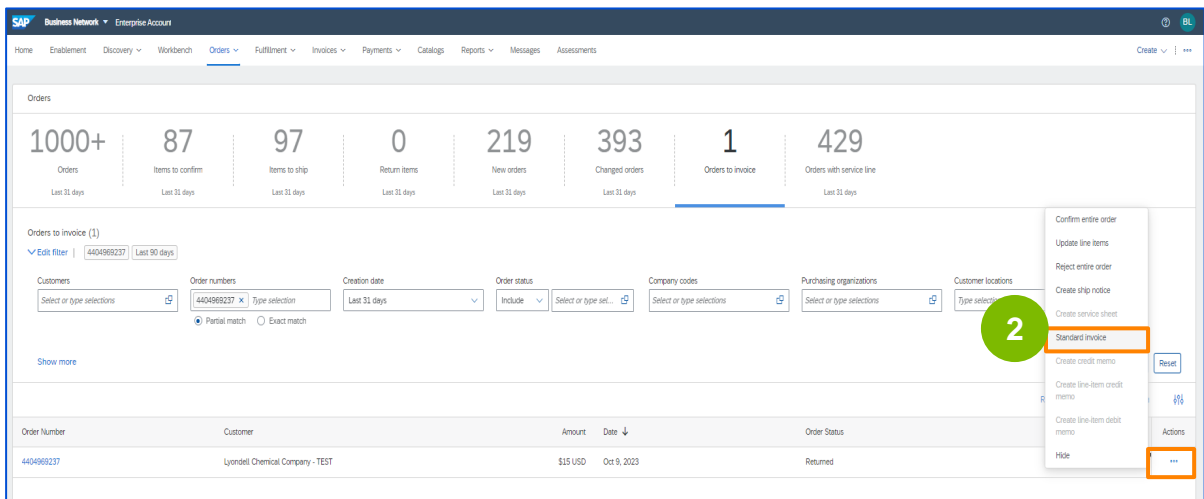


The screenshot shows the SAP Business Network Enterprise Account home page. The 'Create' button in the top right corner is highlighted with a red box and a green circle containing the number 1. A dropdown menu is open, showing options like 'PO Invoice', 'Non-PO Invoice', 'Contract Invoice', 'Service Entry Sheet', 'Time & Expense Sheets', and 'Create Posting'.

Aparecerá la página de pedidos.

2

Busque la factura deseada y haga clic en el botón Elipsis (...) > **Factura estándar** del pedido para el que desea crear una factura.



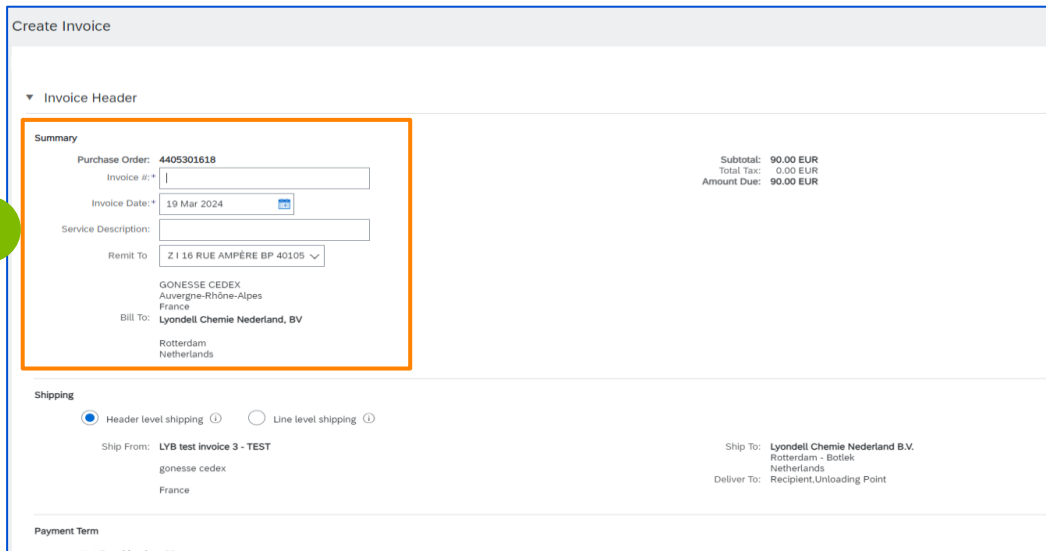
The screenshot shows the SAP Business Network Enterprise Account 'Orders' page. The 'Standard Invoice' option in the dropdown menu is highlighted with a red box and a green circle containing the number 2. The dropdown menu also shows options like 'Confirm entire order', 'Update line items', 'Reject entire order', 'Create ship notice', 'Create service sheet', 'Create credit memo', 'Create line-item credit memo', 'Create line-item debit memo', and 'Hide'.

| Order Number | Customer                         | Amount   | Date        | Order Status |
|--------------|----------------------------------|----------|-------------|--------------|
| 4404969237   | Lyondell Chemical Company - TEST | \$15 USD | Oct 9, 2023 | Returned     |

## Métodos de presentación de facturas - Factura a través de PO Flip (Materiales)

3

La factura se rellena automáticamente con los datos del pedido. **Rellene todos los campos marcados con un asterisco (Campo obligatorio)**



| Summary                                         |                       |
|-------------------------------------------------|-----------------------|
| Purchase Order: 4405301618                      | Subtotal: 90.00 EUR   |
| Invoice #: *                                    | Total Tax: 0.00 EUR   |
| Invoice Date: * 19 Mar 2024                     | Amount Due: 90.00 EUR |
| Service Description:                            |                       |
| Remit To: Z 1 16 RUE AMPÈRE BP 40105            |                       |
| GONESSE CEDEX<br>Auvergne-Rhône-Alpes<br>France |                       |
| Bill To: Lyondell Chemie Nederland, BV          |                       |
| Rotterdam<br>Netherlands                        |                       |

Shipping

Header level shipping  Line level shipping

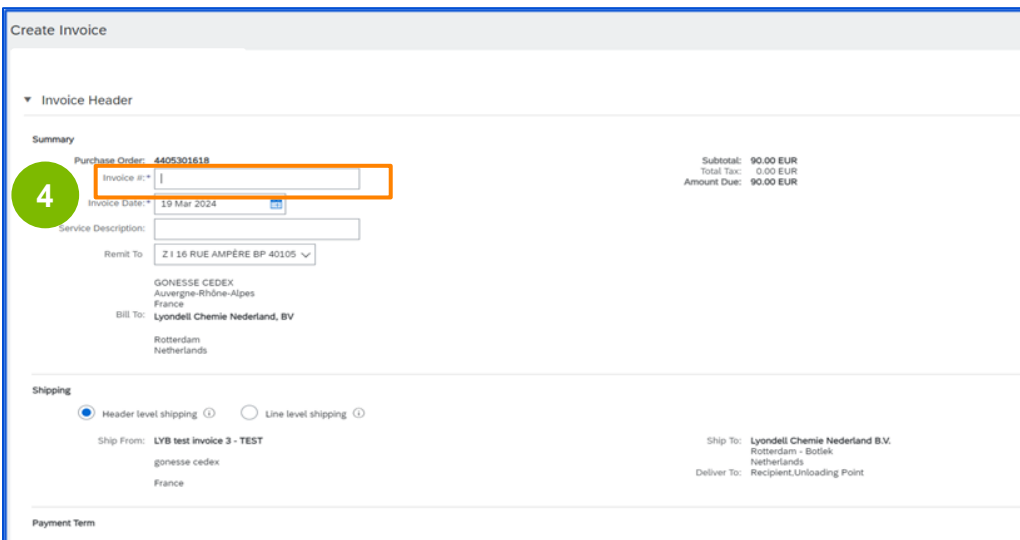
Ship From: LYB test invoice 3 - TEST  
gonesse cedex  
France

Ship To: Lyondell Chemie Nederland B.V.  
Rotterdam - Botlek  
Netherlands  
Deliver To: Recipient Unloading Point

Payment Term

4

Introduzca un número de factura en el campo **Número de factura**, que es su número exclusivo para la identificación de facturas. La fecha de la factura se rellenará automáticamente.



| Summary                                         |                       |
|-------------------------------------------------|-----------------------|
| Purchase Order: 4405301618                      | Subtotal: 90.00 EUR   |
| Invoice #: *                                    | Total Tax: 0.00 EUR   |
| Invoice Date: * 19 Mar 2024                     | Amount Due: 90.00 EUR |
| Service Description:                            |                       |
| Remit To: Z 1 16 RUE AMPÈRE BP 40105            |                       |
| GONESSE CEDEX<br>Auvergne-Rhône-Alpes<br>France |                       |
| Bill To: Lyondell Chemie Nederland, BV          |                       |
| Rotterdam<br>Netherlands                        |                       |

Shipping

Header level shipping  Line level shipping

Ship From: LYB test invoice 3 - TEST  
gonesse cedex  
France

Ship To: Lyondell Chemie Nederland B.V.  
Rotterdam - Botlek  
Netherlands  
Deliver To: Recipient Unloading Point

Payment Term

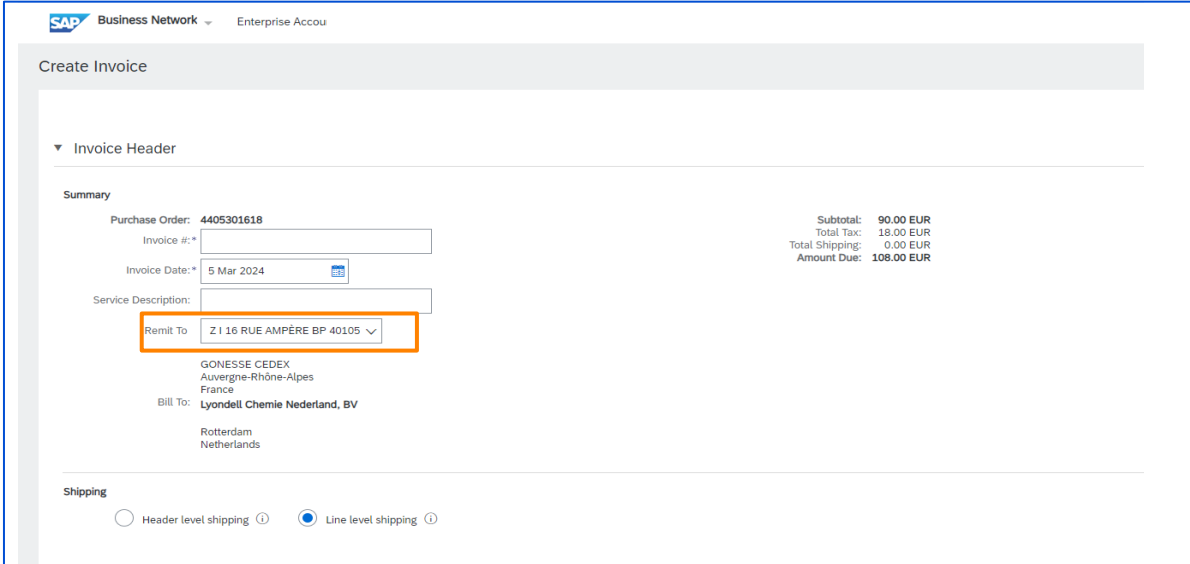


**Nota:** Si desea añadir caracteres alfabéticos en el campo N<sup>o</sup> de factura, deberá hacerlo en mayúsculas.



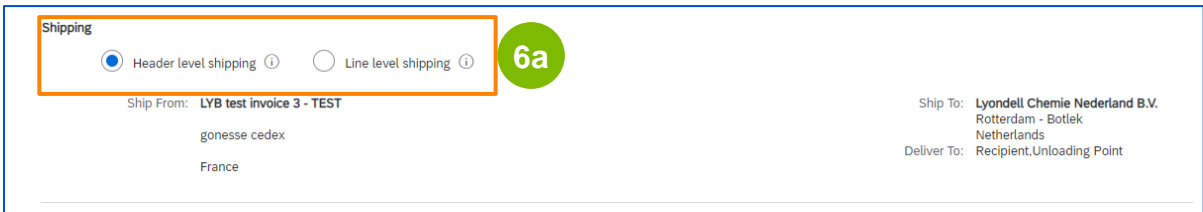
## Métodos de presentación de facturas - Factura a través de PO Flip (Materiales)

- 5 **Seleccione** una dirección **Remit-To** adecuada en el cuadro desplegable.



- 6 **Añadir gastos de envío e impuestos de envío** si procede

a. Seleccione **"Envío a nivel de cabecera"** seleccionando el botón de opción adecuado.



b. Tras seleccionar el botón de opción adecuado, haga clic en **"Añadir al encabezado"** y seleccione **"Gastos de envío"**.

Si procede, recuerde también repetir este paso para añadir el **"Impuesto de envío"** (IVA sobre el envío).

## Métodos de presentación de facturas - Factura a través de PO Flip (Materiales)

Create Invoice Update Save Exit Next

▼ Invoice Header


Summary

Purchase Order: 4405430563 Subtotal: 250.00 EUR  
 Invoice #:  Total Tax: 0.00 EUR  
 Invoice Date: 5 Aug 2024 Amount Due: 250.00 EUR  
 Service Description:   
 Remit To: LANDGRABENWEG 151

\* Indicates required field Add to Header ▼

- Shipping Cost
- Shipping Tax
- Shipping Documents
- Special Handling
- Additional Reference Documents and Dates
- Comment
- Attachment

6b

 **Nota:** a través de "Añadir a la cabecera" también puede añadir Anexos y/o Comentarios a la factura.

7

a. Desplácese hacia abajo y revise o actualice la Cantidad para cada partida que esté facturando.

b. Si desea excluir una partida de la factura, haga clic en la marca de verificación verde de la partida.

c. Puede excluir la partida haciendo clic en la casilla de verificación situada a la izquierda y haciendo clic en "Eliminar".

7a

| Quantity | Unit | Unit Price |
|----------|------|------------|
| 10       | BX   | 25.00 EUR  |

7b

| No.                                 | Include                  | Type     | Part #   |
|-------------------------------------|--------------------------|----------|----------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | MATERIAL | GOODS_02 |

7c

| No.                      | Include                             | Type     | Part #   |
|--------------------------|-------------------------------------|----------|----------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | MATERIAL | GOODS_02 |

Pricing Details Price Unit: \* BX

Unit Conversion: \* 1

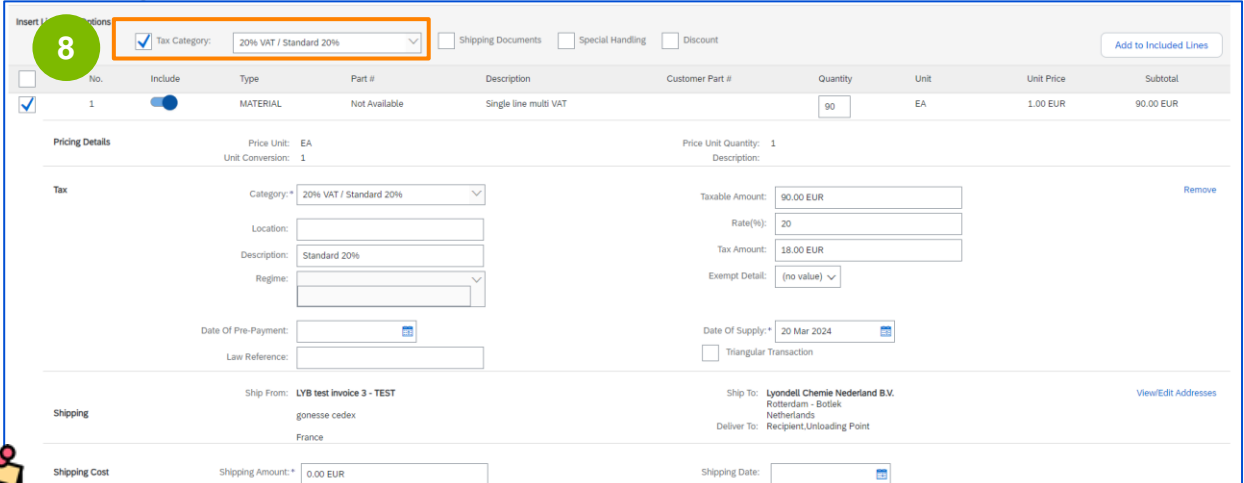
Delete



**Nota:** Puede generar una factura posteriormente para facturar el artículo excluido.

## Métodos de presentación de facturas - Factura a través de PO Flip (Materiales)

8 Haga clic en **Categoría fiscal** y seleccione la opción en el desplegable.



| No. | Include                             | Type     | Part #        | Description           | Customer Part # | Quantity | Unit | Unit Price | Subtotal  |
|-----|-------------------------------------|----------|---------------|-----------------------|-----------------|----------|------|------------|-----------|
| 1   | <input checked="" type="checkbox"/> | MATERIAL | Not Available | Single line multi VAT |                 | 90       | EA   | 1.00 EUR   | 90.00 EUR |


**Tax**

|              |                        |                 |            |
|--------------|------------------------|-----------------|------------|
| Category:    | 20% VAT / Standard 20% | Taxable Amount: | 90.00 EUR  |
| Location:    |                        | Rate(%):        | 20         |
| Description: | Standard 20%           | Tax Amount:     | 18.00 EUR  |
| Regime:      |                        | Exempt Detail:  | (no value) |

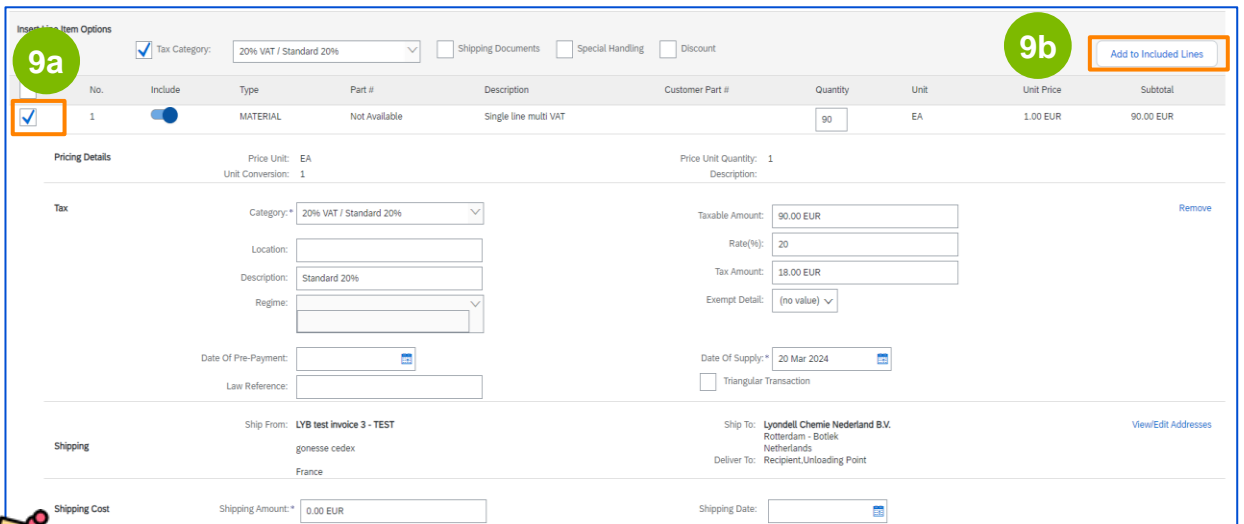
Date Of Pre-Payment:  Date Of Supply: 20 Mar 2024

Ship From: LYB test invoice 3 - TEST Ship To: Lyondell Chemie Nederland B.V.  
gonesse cedex Rotterdam - Botlek  
France Netherlands  
Deliver To: Recipient,Unloading Point

Shipping Cost: Shipping Amount: 0.00 EUR Shipping Date:

 **Nota:** Puede configurar otras categorías de Impuestos, tasas y descripciones en el desplegable '**Configurar Impuestos**'.

9 Seleccione las partidas que desea incluir y, a continuación, haga clic en **Añadir a Líneas Incluidas**.



| No. | Include                             | Type     | Part #        | Description           | Customer Part # | Quantity | Unit | Unit Price | Subtotal  |
|-----|-------------------------------------|----------|---------------|-----------------------|-----------------|----------|------|------------|-----------|
| 1   | <input checked="" type="checkbox"/> | MATERIAL | Not Available | Single line multi VAT |                 | 90       | EA   | 1.00 EUR   | 90.00 EUR |


**Tax**

|              |                        |                 |            |
|--------------|------------------------|-----------------|------------|
| Category:    | 20% VAT / Standard 20% | Taxable Amount: | 90.00 EUR  |
| Location:    |                        | Rate(%):        | 20         |
| Description: | Standard 20%           | Tax Amount:     | 18.00 EUR  |
| Regime:      |                        | Exempt Detail:  | (no value) |

Date Of Pre-Payment:  Date Of Supply: 20 Mar 2024

Ship From: LYB test invoice 3 - TEST Ship To: Lyondell Chemie Nederland B.V.  
gonesse cedex Rotterdam - Botlek  
France Netherlands  
Deliver To: Recipient,Unloading Point

Shipping Cost: Shipping Amount: 0.00 EUR Shipping Date:

 **Nota:** Guarde su factura en cualquier momento durante la creación de la factura para trabajar en ella más tarde. Puedes guardar borradores de facturas durante un máximo de 7 días.

## Métodos de presentación de facturas - Factura a través de PO Flip (Materiales)



**Nota:** Los detalles adicionales pueden verse a nivel de partida editando una partida.

Line Item Actions

**Edit** (highlighted)

Add

Turn on Hide/Show Shipping Documents

Line Items

Insert Line Item Options

Tax Category:  Shipping Documents  Special Handling  Discount

Add to Included Lines

| No. | Include                             | Type     | Part#    | Description                                   | Customer Part# | Quantity | Unit | Unit Price | Subtotal |
|-----|-------------------------------------|----------|----------|-----------------------------------------------|----------------|----------|------|------------|----------|
| 1   | <input checked="" type="checkbox"/> | MATERIAL | GOODS_01 | Copy Paper White, A3, 80gsm (ream 500 sheets) |                | 5        | EA   | 0.50 EUR   | 2.50 EUR |

**Create Invoice** Done Cancel

Invoice Item \* Indicates required field Line Item Actions

Quantity:  Unit: EA Part#: GOODS\_01

Unit Price:  Subtotal: 5.00 EUR

Description: Copy Paper White, A3, 80gsm (ream 500 sheets)

Pricing Details

Price Unit:  Price Unit Quantity:

Unit Conversion:  Description: This field specifies that 1 Box is equivalent

Inspection Date:

Shipping

Ship From: Ariba\_TestSupplier - TEST Praha 5 Czech Republic

Ship To: Sandbox Buyer - Test Praha

Deliver To: Czech Republic Cristian Mihalache 2nd Floor, SI Team

[View/Edit Addresses](#)

10

Revise la exactitud de su factura en la página **Revisar**. Si no necesita realizar cambios, haga clic en **Enviar** para enviar la factura a LyondellBasell.

Previous Save **Submit** (highlighted)

Create Invoice

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as intra-EU Trade. The document's originating country is:France. The document's destination country is:Netherlands. If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

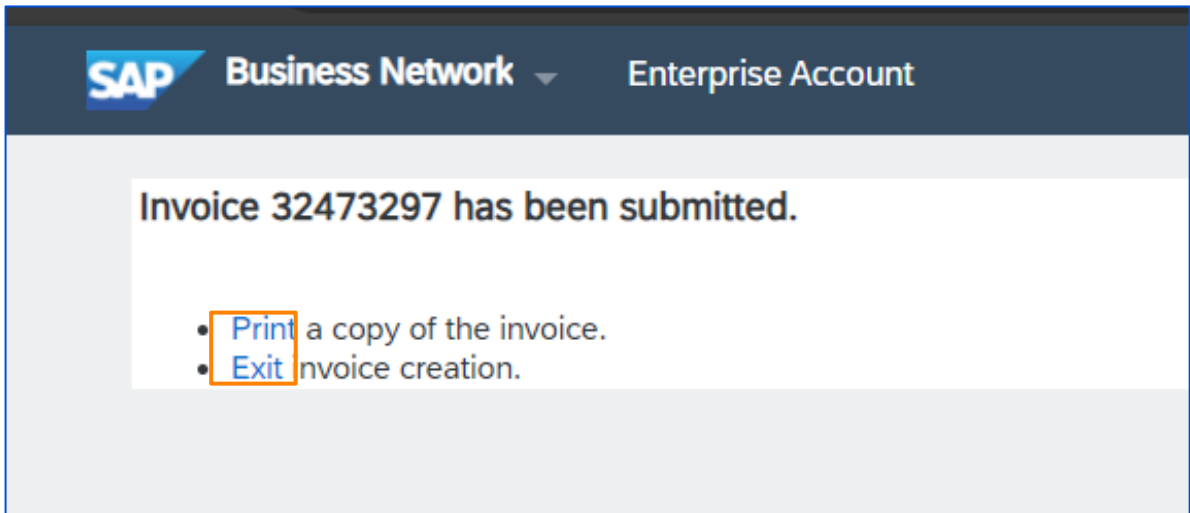
|                                                                                                                                               |                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|
| <p>Invoice Number: INV4405301618</p> <p>Invoice Date: Wednesday 20 Mar 2024 10:15 AM GMT-05:00</p> <p>Original Purchase Order: 4405301618</p> | <p>Subtotal: 90.00 EUR</p> <p>Total Tax: 18.00 EUR</p> <p>Total Shipping: 0.00 EUR</p> <p>Amount Due: 108.00 EUR</p> |
|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|

|                                                                                                                                                                                                                           |                                                                                                                                                                   |                                                                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>REMIT TO:</b></p> <p>Tresorerie</p> <p>Postal Address:<br/>Z I 16 RUE AMPÈRE<br/>95506 GONESSE CEDEX<br/>Auvergne-Rhône-Alpes<br/>France<br/>Remit To ID: BNP Paribas</p> <p>Tax ID of Supplier: 33466885200026</p> | <p><b>BILL TO:</b></p> <p>Lyondell Chemie Nederland, BV</p> <p>Postal Address:<br/>Delftseplein-27E<br/>3013 AA Rotterdam<br/>Netherlands<br/>Address ID: 370</p> | <p><b>SUPPLIER:</b></p> <p>Postal Address:<br/>Z I 16 RUE AMPÈRE BP 40105<br/>95506 GONESSE CEDEX<br/>Île-de-France<br/>France</p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|



**Nota:** Guarde su factura en cualquier momento durante la creación de la factura para trabajar en ella más tarde. Puedes guardar borradores de facturas durante un máximo de 7 días.

## Métodos de presentación de facturas - Factura a través de PO Flip (Materiales)



**Nota:** Se le notificará que se ha enviado una factura. Puede hacer clic en el botón **Imprimir** para imprimir la factura o en el botón Salir para realizar otras acciones.



## **Métodos de presentación de facturas - Factura a través de PO Flip (Servicios)**

Los siguientes pasos son para **los proveedores de LyondellBasell**

## Métodos de presentación de facturas - Factura a través de PO Flip (Servicios)

1

En la pantalla de inicio de su cuenta de Ariba Network, seleccione el menú desplegable **Crear** y seleccione **Factura de pedido**.

The screenshot shows the SAP Business Network Enterprise Account interface. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Assessments'. The 'Create' button is highlighted with a red box and a green circle with the number 1. A dropdown menu is open, showing options like 'PO Invoice', 'Non-PO Invoice', 'Contract Invoice', 'Service Entry Sheet', 'Time & Expense Sheets', and 'Create Posting'. The main content area displays a dashboard with various metrics: 203 New orders, 892 Orders, 160 Orders to invoice, 232 Invoices, and 38 Items to confirm. Below the dashboard, there are sections for 'My widgets' and 'Purchase orders'.

2

Aparecerá la página de pedidos. Busque la factura deseada y haga clic en el botón Elipsis (...) > **Factura estándar** del pedido para el que desea crear una factura.

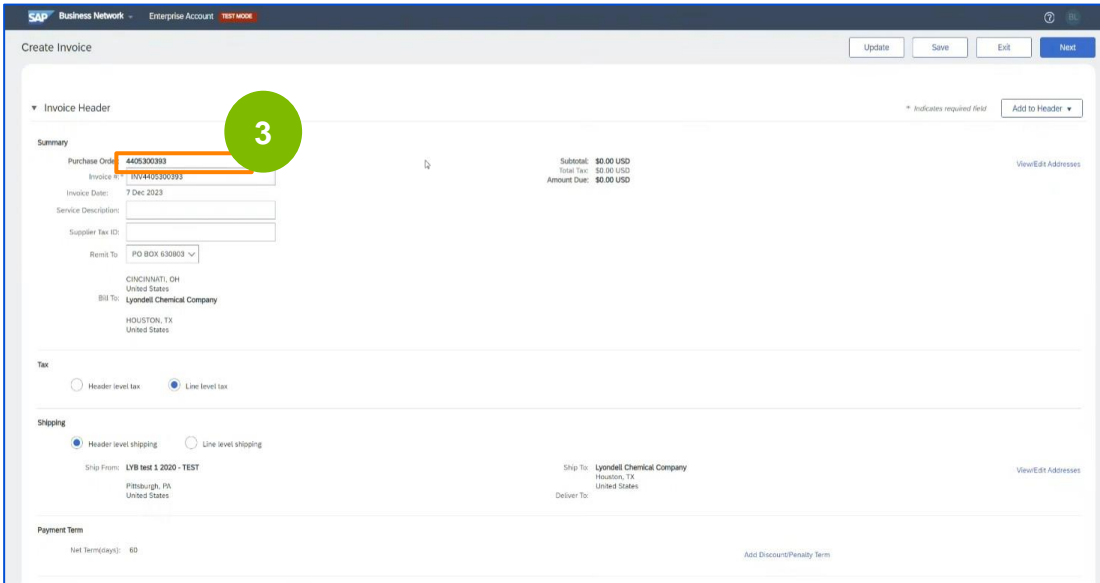
The screenshot shows the SAP Business Network Enterprise Account 'Orders' page. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', 'Messages', and 'Assessments'. The 'Create' button is highlighted with a red box and a green circle with the number 2. A dropdown menu is open, showing options like 'Confirm entire order', 'Update line items', 'Reject entire order', 'Create ship notice', 'Create service sheet', 'Create credit memo', 'Create line-item credit memo', 'Create line-item debit memo', and 'Hide'. The main content area displays a dashboard with various metrics: 1000+ Orders, 87 Items to confirm, 97 Items to ship, 0 Return items, 219 New orders, 393 Changed orders, 1 Orders to invoice, and 429 Orders with service line. Below the dashboard, there are sections for 'Orders to invoice (1)' and a table of orders.

| Order Number | Customer                         | Amount   | Date        | Order Status |
|--------------|----------------------------------|----------|-------------|--------------|
| 4405900393   | Lyondell Chemical Company - TEST | \$15 USD | Oct 9, 2023 | Returned     |

## Métodos de presentación de facturas - Factura a través de PO Flip (Servicios)

3

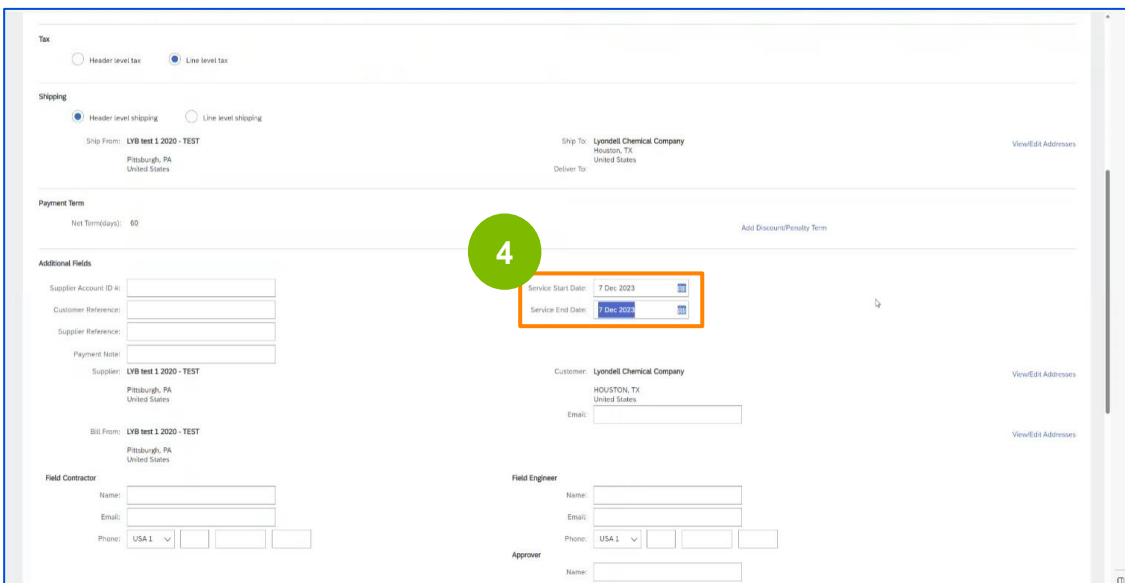
En la pantalla **Crear factura**, introduzca el **número de factura** deseado en el campo Número de factura.



The screenshot shows the 'Create Invoice' interface in SAP Business Network. The 'Invoice Header' section is expanded, and the 'Purchase Order' field is highlighted with a green circle containing the number '3'. The value '4405300393' is entered in this field. Other visible fields include 'Invoice #', 'Invoice Date', 'Remit To', 'Bill To', 'Tax', 'Shipping', and 'Payment Term'. The 'Tax' section has 'Line level tax' selected, and 'Shipping' has 'Header level shipping' selected. The 'Payment Term' is 'Net Terms(days): 60'.

4

Desplácese hacia abajo y añada la **Fecha de inicio del servicio** y la **Fecha de finalización del servicio** para la factura.



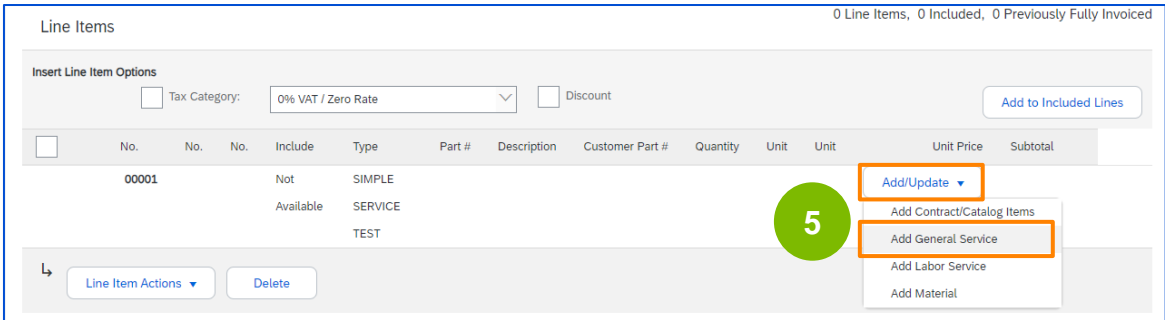
The screenshot shows the 'Additional Fields' section of the 'Create Invoice' interface. The 'Service Start Date' and 'Service End Date' fields are highlighted with a green circle containing the number '4'. Both fields are set to '7 Dec 2023'. Other fields in this section include 'Supplier Account ID #', 'Customer Reference', 'Supplier Reference', 'Payment Note', 'Supplier', 'Customer', 'Field Contractor', and 'Field Engineer'.



## Métodos de presentación de facturas - Factura a través de PO Flip (Servicios)

5

Sólo para Pedidos sin un Servicio especificado, Seleccione la casilla junto al Servicio deseado y haga clic en **Añadir/Actualizar** > **Añadir Servicio General** para añadir los detalles del servicio.



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

Insert Line Item Options

Tax Category: 0% VAT / Zero Rate  Discount [Add to Included Lines](#)

| No. | No.   | No. | Include       | Type    | Part # | Description | Customer Part # | Quantity | Unit | Unit | Unit Price | Subtotal |
|-----|-------|-----|---------------|---------|--------|-------------|-----------------|----------|------|------|------------|----------|
|     | 00001 |     | Not Available | SERVICE |        |             |                 |          |      |      |            |          |

Line Item Actions

**5**

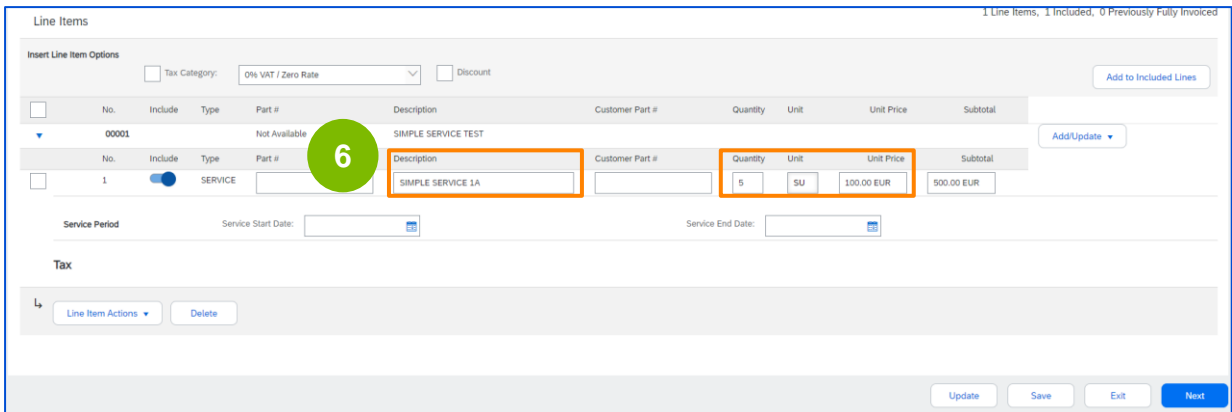
- Add/Update
- Add Contract/Catalog Items
- Add General Service
- Add Labor Service
- Add Material



**Nota:** Asegúrese de seleccionar únicamente **Añadir Servicio General**

6

Rellene los campos **Descripción**, **Cantidad**, **Unidad** y **Precio unitario** de los detalles del artículo.



Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Tax Category: 0% VAT / Zero Rate  Discount [Add to Included Lines](#)

| No.   | Include                             | Type    | Part # | Description         | Customer Part # | Quantity | Unit | Unit Price | Subtotal   |
|-------|-------------------------------------|---------|--------|---------------------|-----------------|----------|------|------------|------------|
| 00001 | Not Available                       |         |        | SIMPLE SERVICE TEST |                 |          |      |            |            |
| 1     | <input checked="" type="checkbox"/> | SERVICE |        | SIMPLE SERVICE 1A   |                 | 5        | SU   | 100.00 EUR | 500.00 EUR |

Service Period Service Start Date: Service End Date:

Tax

Line Item Actions

Update Save Exit Next

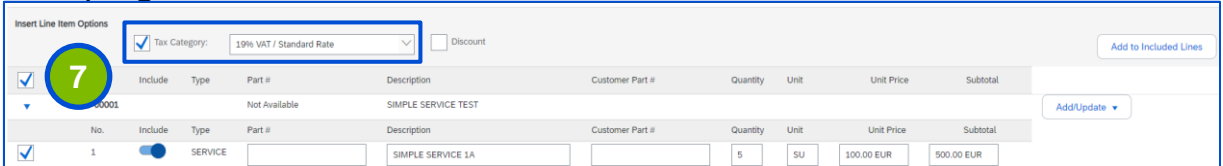
**6**



**Nota:** Rellene siempre el campo **Cantidad** con "1" y el campo **Unidad** con "SU" para las órdenes de servicio.

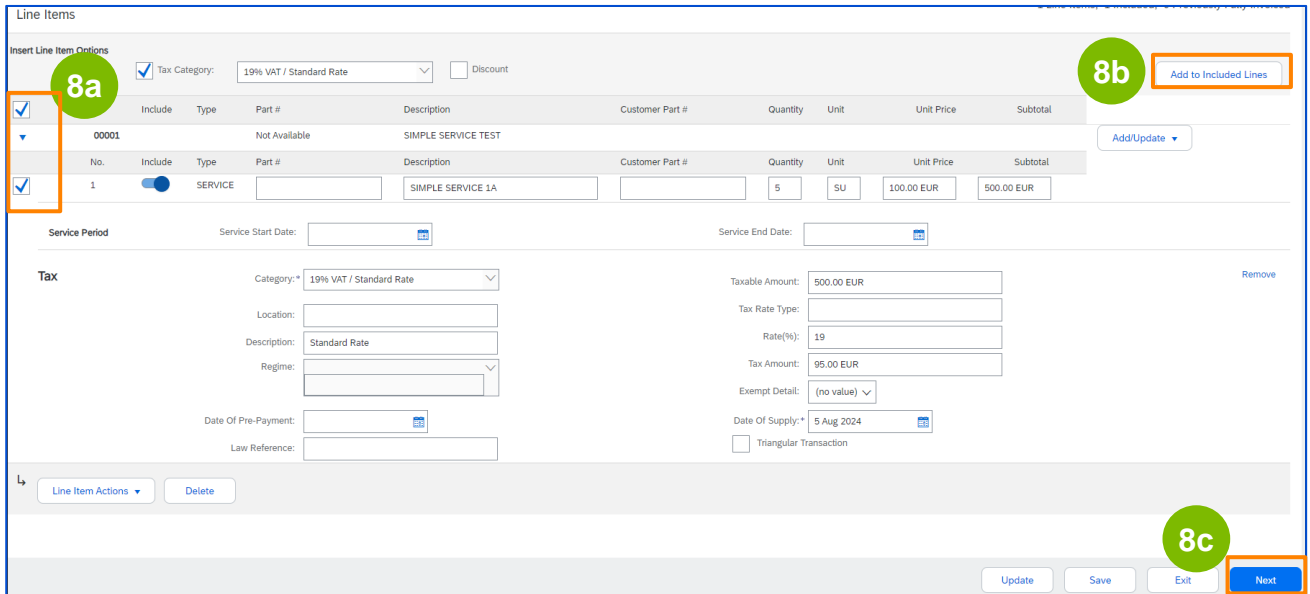
## Métodos de presentación de facturas - Factura a través de PO Flip (Servicios)

- 7 Haga clic en **Categoría fiscal** y seleccione la opción en el desplegable.



**Nota:** Puede configurar otras categorías de Impuestos, tasas y descripciones en el desplegable '**Configurar Impuestos**'.

- 8 Seleccione las partidas que desea incluir y, a continuación, haga clic en **Añadir a Líneas Incluidas**.



Si todos los detalles de la factura están rellenos, puede hacer clic en **Siguiente** para continuar.



**Nota:** **Guarde** su factura en cualquier momento durante la creación de la factura para trabajar en ella más tarde. Puedes guardar borradores de facturas durante un máximo de 7 días.

## Métodos de presentación de facturas - Factura a través de PO Flip (Servicios)

9

Revise la exactitud de su factura en la página **Revisar**. Si no necesita realizar cambios, haga clic en **Enviar** para enviar la factura a LyondellBasell.

Create Invoice Previous 9 Submit Exit

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Domestic Trade. The document's originating country is:Germany. The document's destination country is:Germany.  
If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

|                                                     |                       |
|-----------------------------------------------------|-----------------------|
| Invoice Number: INV4405430565AA                     | Subtotal: 10.00 EUR   |
| Invoice Date: Thursday 5 Sep 2024 1:36 PM GMT-05:00 | Total Tax: 1.90 EUR   |
| Original Purchase Order: 4405430565                 | Amount Due: 11.90 EUR |

**SERVICE PERIOD**  
Start Date : 5 Sep 2024  
End Date : 5 Sep 2024

|                                                                                                                                                                   |                                                                                                                                                                                                                  |                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|
| <b>REMIT TO:</b><br>LYB invoice test 1 - TEST<br><br>Postal Address:<br>LANDGRABENWEG 151<br>53227 BONN<br>North Rhine-Westphalia<br>Germany<br>Remit To ID: EUR1 | <b>BILL TO:</b><br>Basell Polyolefine GmbH<br><br>Postal Address:<br>Bruehler Strasse-60<br>50389 Wesseling<br>05<br>Germany<br>Address ID: 501<br><br>Phone : +49 (0) 02236/72-0<br>Fax : +49 (0) 02236/72-2400 | <b>SUPPLIER:</b><br>LYB invoice test 1 - TEST<br><br>Postal Address:<br>Landgrabenweg 151<br>53227 Bonn<br>Nordrhein-Westfalen<br>Germany |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|

10

Se le notificará que se ha enviado una factura. Puede hacer clic en el botón **Imprimir** para imprimir la factura o en el botón Salir para realizar otras acciones.

Invoice INV44054305652 has been submitted.

- [Print](#) a copy of the invoice.
- [Exit](#) invoice creation.



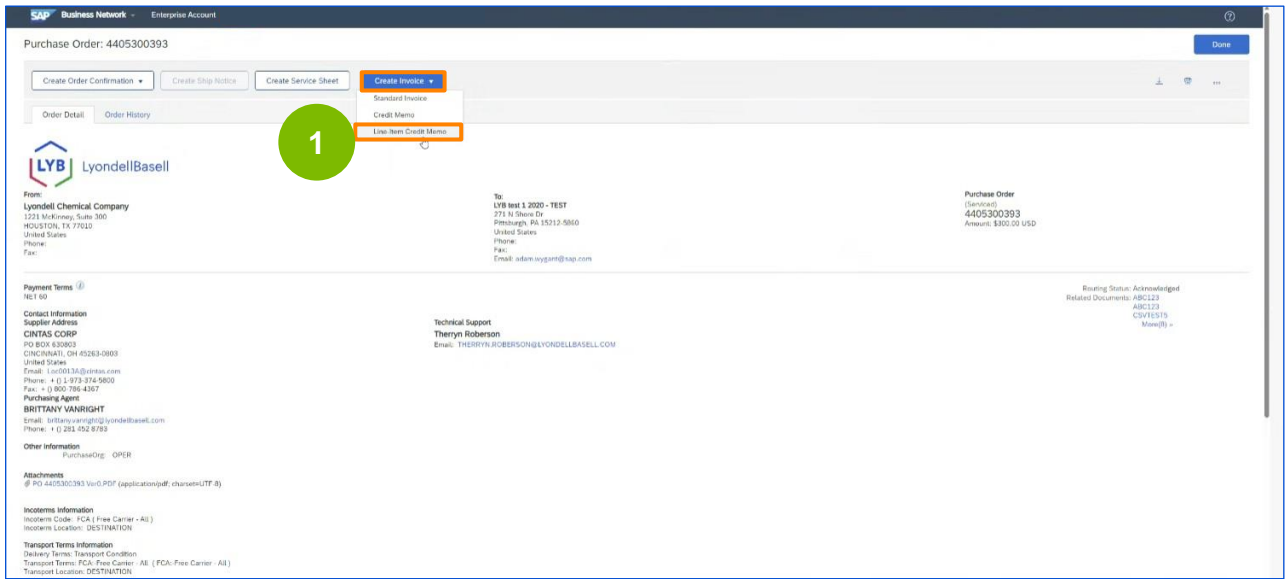
## Métodos de presentación de facturas - Abono (nivel de línea)

Los siguientes pasos son para **los proveedores de LyondellBasell**

## Métodos de presentación de facturas - Abono (nivel de línea)

1

En el pedido deseado, seleccione **Crear factura** > **Abono de partida** para crear un abono a nivel de línea.



Purchase Order: 4405300393

**1**

**LYB** LyondellBasell

**From:** Lyondell Chemical Company  
 1221 McKinney, Suite 300  
 HOUSTON, TX 77032  
 United States  
 Phone:  
 Fax:

**To:** LYB test 1 2020 - TEST  
 271 N Shore Dr  
 Pittsburgh, PA 15213-5800  
 United States  
 Phone:  
 Fax:  
 Email: adam.aygar@sap.com

**Purchase Order (Service):**  
 4405300393  
 Amount: \$300.00 USD

**Payment Terms:** NET 60

**Contact Information**  
 Supplier Address:  
**CINTAS CORP**  
 PO BOX 82903  
 CINCINNATI, OH 45263-2003  
 United States  
 Email: cintas133@cintas.com  
 Phone: +1 513-774-5800  
 Fax: +1 800-788-4267

**Purchasing Agent:**  
**BRITTANY VANRIGHT**  
 Email: brittanyvanright@lyondellbasell.com  
 Phone: +1 281-452-8783

**Other Information**  
 PurchaseOrg: OPER

**Attachments**  
 @ PO 4405300393 Visio.PDF (application/pdf; charset=UTF-8)

**Incoterms Information**  
 Incoterm Code: FCA (Free Carrier - All)  
 Incoterm Location: DESTINATION

**Transport Terms Information**  
 Delivery Terms: Transport Condition  
 Transport Terms: FCA-Free Carrier: All (FCA-Free Carrier: All)  
 Transport Location: DESTINATION

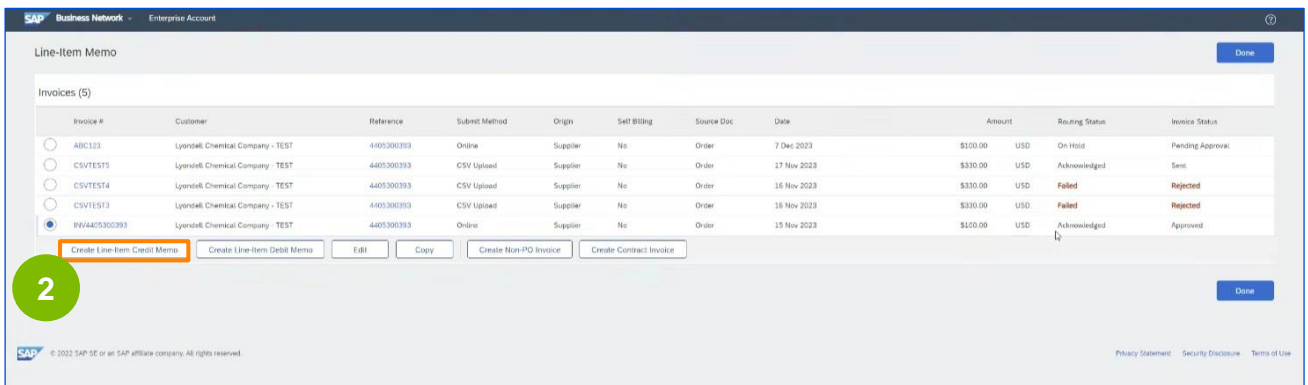
**Technical Support**  
 Therryn Roberson  
 Email: THERRYN.ROBERSON@LYONDELLBASELL.COM

**Routing Status:** Acknowledged  
 Related Documents: ABC123  
 ABC123  
 CSV1515  
 More(0)

2

Aparecerá la página de **apuntes de partidas**.

Seleccione la factura deseada y haga clic en **Crear abono de partida** para continuar.



Line-Item Memo

Invoices (5)

| Invoice #                                   | Customer                         | Reference  | Submitt Method | Origin   | Self Billing | Source Doc | Date        | Amount       | Routing Status | Invoice Status   |
|---------------------------------------------|----------------------------------|------------|----------------|----------|--------------|------------|-------------|--------------|----------------|------------------|
| <input type="radio"/> ABC123                | Lyondell Chemical Company - TEST | 4405300393 | Order          | Supplier | No           | Order      | 7 Dec 2023  | \$100.00 USD | On Hold        | Pending Approval |
| <input type="radio"/> CSV1515               | Lyondell Chemical Company - TEST | 4405300393 | CSV Upload     | Supplier | No           | Order      | 17 Nov 2023 | \$330.00 USD | Acknowledged   | Sent             |
| <input type="radio"/> CSV1514               | Lyondell Chemical Company - TEST | 4405300393 | CSV Upload     | Supplier | No           | Order      | 16 Nov 2023 | \$330.00 USD | Failed         | Rejected         |
| <input type="radio"/> CSV1513               | Lyondell Chemical Company - TEST | 4405300393 | CSV Upload     | Supplier | No           | Order      | 16 Nov 2023 | \$330.00 USD | Failed         | Rejected         |
| <input checked="" type="radio"/> 4405300393 | Lyondell Chemical Company - TEST | 4405300393 | Order          | Supplier | No           | Order      | 15 Nov 2023 | \$100.00 USD | Acknowledged   | Approved         |

**2**

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## Métodos de presentación de facturas - Abono (nivel de línea)

3

Aparecerá la página **Crear Abono**. Introduzca el número de abono deseado y la **fecha de abono**.

SAP Business Network - Enterprise

Create Line-Item Credit Memo

Update Save Exit Next

Credit Memo Type

You are creating a Credit Memo with Price Adjustment

Invoice Header

Summary

Credit Memo ID: DM4405300393

Credit Memo Date: 7 Dec 2023

Original Invoice No: INV405300393

Original Invoice Date: 15 Nov 2023

Supplier Tax ID:

Remit To: PD BOX 630803

CINCINNATI, OH  
United States

Bil To: Lyondell Chemical Company

HOUSTON, TX  
United States

Subtotal: \$-100.00 USD  
Total Tax: \$0.00 USD  
Amount Due: \$-100.00 USD

View/Edit Addresses

Tax

Header level tax  Line level tax

Shipping

Header level shipping  Line level shipping

Ship From: LYB test 1 2020 - TEST  
Pittsburgh, PA  
United States

Ship To: Lyondell Chemical Company  
Houston, TX  
United States

Deliver To:

4

Desplácese hacia abajo y añada la **Fecha de inicio del servicio** y la **Fecha de finalización del servicio** deseadas.

HOUSTON, TX  
United States

Tax

Header level tax  Line level tax

Shipping

Header level shipping  Line level shipping

Ship From: LYB test 1 2020 - TEST  
Pittsburgh, PA  
United States

Ship To: Lyondell Chemical Company  
Houston, TX  
United States

Deliver To:

Additional Fields

Supplier Account ID:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: LYB test 1 2020 - TEST  
Pittsburgh, PA  
United States

Customer: Lyondell Chemical Company  
HOUSTON, TX  
United States

Service Start Date: 7 Dec 2023

Service End Date: 14 Dec 2023

Bill From: LYB test 1 2020 - TEST  
Pittsburgh, PA  
United States

Supplier VAT

Supplier VAT Tax ID:

Customer VAT

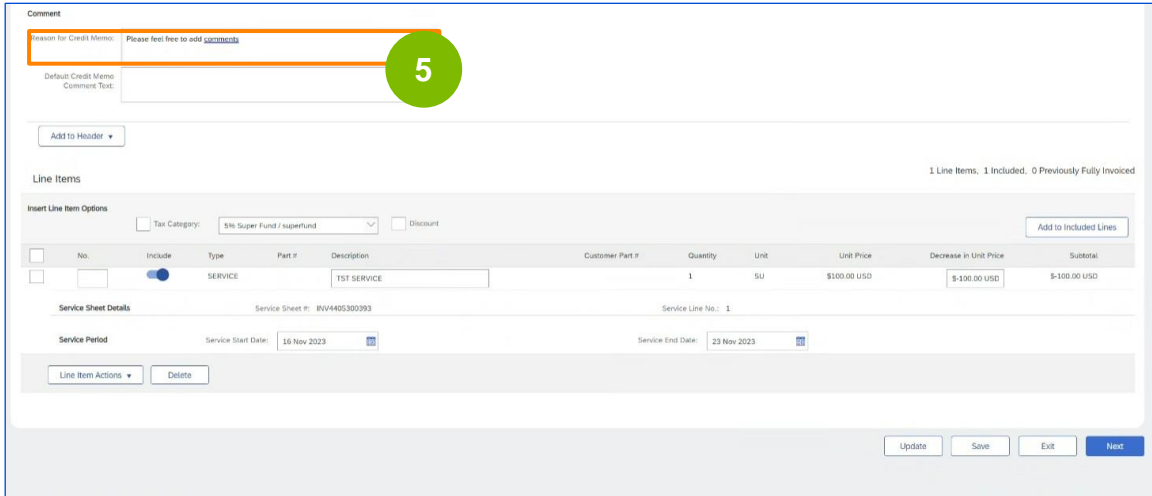
Customer VAT Tax ID:

Comment

Reason for Credit Memo:

## Métodos de presentación de facturas - Abono (nivel de línea)

5 Introduzca un motivo para el abono como comentario en el campo **Motivo del abono**.



Comment

Reason for Credit Memo:

Default Credit Memo Comment Text:

Add to Header

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options  Tax Category:   Discount Add to Included Lines

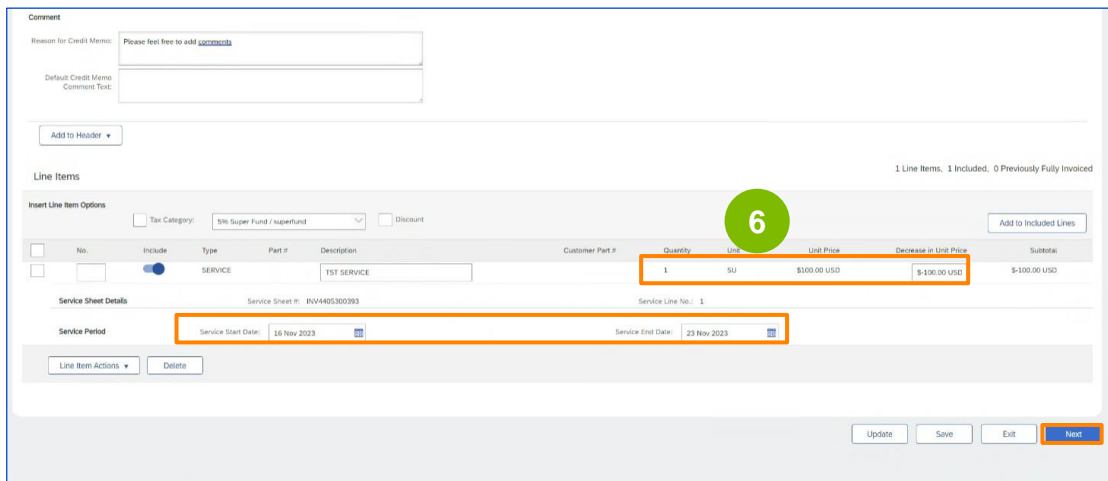
| No. | Include                             | Type    | Part # | Description | Customer Part # | Quantity | Unit | Unit Price   | Decrease in Unit Price | Subtotal      |
|-----|-------------------------------------|---------|--------|-------------|-----------------|----------|------|--------------|------------------------|---------------|
|     | <input checked="" type="checkbox"/> | SERVICE |        | TST SERVICE |                 | 1        | SU   | \$100.00 USD | \$-100.00 USD          | \$-100.00 USD |

Service Sheet Details Service Sheet #: INV4405300393 Service Line No.: 1

Service Period Service Start Date: 16 Nov 2023 Service End Date: 23 Nov 2023

Line Item Actions

6 Desplácese hacia abajo y actualice el **Precio unitario, la Fecha de inicio del servicio y la Fecha de finalización del servicio** si lo desea. Haga clic en **Siguiente** para continuar.



Comment

Reason for Credit Memo:

Default Credit Memo Comment Text:

Add to Header

Line Items 1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options  Tax Category:   Discount Add to Included Lines

| No. | Include                             | Type    | Part # | Description | Customer Part # | Quantity | Unit | Unit Price   | Decrease in Unit Price | Subtotal      |
|-----|-------------------------------------|---------|--------|-------------|-----------------|----------|------|--------------|------------------------|---------------|
|     | <input checked="" type="checkbox"/> | SERVICE |        | TST SERVICE |                 | 1        | SU   | \$100.00 USD | \$-100.00 USD          | \$-100.00 USD |

Service Sheet Details Service Sheet #: INV4405300393 Service Line No.: 1

Service Period Service Start Date: 16 Nov 2023 Service End Date: 23 Nov 2023

Line Item Actions



### Notas:

- Si se aplican **impuestos/IVA**, también deben añadirse a la nota de abono.
- Los **precios** deben ser siempre negativos.



## Métodos de presentación de facturas - Abono (nivel de línea)

7

Revise la exactitud de su factura en la página **Revisar**. Si no necesita realizar cambios, haga clic en **Enviar** para enviar la factura a LyondellBasell.

**SAP Business Network - Enterprise Account**

Create Line-Item Credit Memo

Confirm and submit the line-item credit memo. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is United States. The document's destination country is United States. If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Line-Item Credit Memo

(Original Invoice No: RV4405300393)

|                                                                |                           |
|----------------------------------------------------------------|---------------------------|
| Credit Memo Number: CMA405300393                               | Subtotal: \$-100.00 USD   |
| Credit Memo Date: Thursday 7 Dec 2023 8:23:14A GMT-06:00       | Base Tax: \$0.00 USD      |
| Original Invoice Number: RV4405300393                          | Amount Due: \$-100.00 USD |
| Original Invoice Date: Wednesday 15 Nov 2023 2:14 PM GMT-06:00 |                           |
| Original Purchase Order: 4029300393                            |                           |
| Has Price Adjustment: Yes                                      |                           |

**SERVICE PERIOD**

Start Date: 7 Dec 2023  
End Date: 14 Dec 2023

|                                                                                  |                                                                                              |                                                                                                                |
|----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|
| <b>REMIT TO:</b><br>Date Invoice:<br>Postal Address:<br>PO BOX 430003            | <b>BILL TO:</b><br>Lyondell Chemical Company<br>Postal Address:<br>1222 McKinley, Suite 300  | <b>SUPPLIER:</b><br>LYB test 1 2020 - TEST<br>Postal Address:<br>271 N Shore Dr                                |
| <b>BILL FROM:</b><br>LYB test 1 2020 - TEST<br>Postal Address:<br>271 N Shore Dr | <b>CUSTOMER:</b><br>Lyondell Chemical Company<br>Postal Address:<br>1222 McKinley, Suite 300 | <b>WIRE PAYMENT TO BANK:</b><br>FIFTH THIRD BANK<br>Account Name: CREDIT CORPORATION<br>Account Type: Checking |

**SHIPPING INFORMATION:**

|                                                                |                                                                                      |
|----------------------------------------------------------------|--------------------------------------------------------------------------------------|
| <b>SHIP FROM:</b><br>LYB test 1 2020 - TEST<br>Postal Address: | <b>SHIP TO:</b><br>Lyondell Chemical Company<br>Postal Address (Receiving Location): |
|----------------------------------------------------------------|--------------------------------------------------------------------------------------|



**Nota:** Guarde su factura en cualquier momento durante la creación de la factura para trabajar en ella más tarde. Puedes guardar borradores de facturas durante un máximo de 7 días.

**SAP Business Network - Enterprise Account**

Invoice CMA405300393 has been submitted.

- Print a copy of the invoice
- Exit invoice creation

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**Nota:** Se le notificará que se ha enviado una factura. Puede hacer clic en el botón **Imprimir** para imprimir la factura o en el botón Salir para realizar otras acciones.





## Métodos de presentación de facturas - Copiar facturas

Los siguientes pasos son para **los proveedores de LyondellBasell**



## Métodos de presentación de facturas - Copiar facturas

1

En la página de inicio de Ariba Network, haga clic en la pestaña Workbench para ver las facturas.

SAP Business Network Enterprise Account

Home Enablement Discovery **Workbench** Orders Fulfillment Invoices Payments Catalogs Reports Assessments Create

Orders and Releases All customers Exact match Order number

Overview Getting started

182 New orders Last 31 days

998 Orders Last 31 days

154 Orders to invoice Last 31 days

253 Invoices Last 31 days

40 Items to confirm Last 31 days

My widgets All customers Customize

Purchase orders Last 3 months Invoice aging Activity feed All View all

2

Aparecerá la página Workbench. Vaya a la pestaña **Factura** y seleccione el botón Elipsis (...) de la factura que desea copiar.

SAP Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs Reports Assessments Create

Workbench Customize

190 New orders Last 31 days

832 Orders Last 31 days

144 Orders to invoice Last 31 days

232 Invoices Last 31 days

39 Items to confirm Last 31 days

21 Items to ship Last 31 days

133 Service sheets Last 31 days

0 Pinned documents

Invoices (232)

Edit filter Save filter Last 31 days

Customers Select or type selections

Invoice number Type selection

Reference Type input

Invoice date Last 31 days

Partial match Exact match

Show more Apply Reset

| Type             | Invoice Number | Customer                         | Reference  | Source Document | Submission Method | Origin   | Invoiced Date | Amount     | Routing Status | Invoice Status | Actions |
|------------------|----------------|----------------------------------|------------|-----------------|-------------------|----------|---------------|------------|----------------|----------------|---------|
| Standard Invoice | 17415872       | Lyondell Chemical Company - TEST | 4404969104 | Order           | Online            | supplier | Oct 5, 2023   | \$1500 USD | Acknowledged   | Approved       | ...     |



## Métodos de presentación de facturas - Copiar facturas

3 Aparecerá un menú desplegable. Seleccione **Copiar** para continuar.

The screenshot shows the SAP Ariba Workbench interface. At the top, there are several statistics cards: New orders (190), Orders (832), Orders to Invoice (144), Invoices (232), Items to confirm (39), Items to ship (21), Service sheets (133), and Pinned documents (0). Below these is a section for 'Invoices (232)' with filters for 'Last 31 days'. A table of invoices is displayed, with the first row highlighted. A context menu is open over the 'Copy' button in the 'Actions' column of the first row.

| Type             | Invoice Number | Customer                         | Reference  | Source Document | Submission Method | Origin   | Invoiced Date | Amount     | Routing Status | Invoice  | Actions |
|------------------|----------------|----------------------------------|------------|-----------------|-------------------|----------|---------------|------------|----------------|----------|---------|
| Standard Invoice | 17415872       | Lyondell Chemical Company - TEST | 4404969104 | Order           | Online            | supplier | Oct 5, 2023   | \$1500 USD | Acknowledged   | Approved | Copy    |

4 Los campos se rellenarán previamente a partir de la factura anterior menos el número de factura. Introduzca un nuevo número de factura y edite los demás campos según sea necesario.

The screenshot shows the SAP Ariba 'Invoice: Copy of 17415872' interface. The 'Invoice #' field in the 'Summary' section is highlighted with a red box and a green circle containing the number 4. Other fields include 'Purchase Order', 'Invoice Date', 'Supplier Tax ID', 'Name to', 'Ship From', 'Ship To', 'Payment Term', and 'Additional Fields'.



**Nota:** Para las líneas con IVA, asegúrese de que la fecha de suministro a nivel de línea es correcta. Si desea añadir caracteres alfabéticos en el campo N° de factura, debe estar en mayúsculas.



## Métodos de presentación de facturas - Copiar facturas

5 Haga clic en **Siguiente** para continuar.

Next Update Save Exit

\* Indicates required field Add to Header

Subtotal: \$1,500.00 USD  
Total Tax: \$0.00 USD  
Amount Due: \$1,500.00 USD

View/Edit Addresses

6 Revise la exactitud de su factura en la página **Revisar**. Si no necesita realizar cambios, haga clic en **Enviar** para enviar la factura a LyondellBasell.

SAP Business Network - Enterprise Account

Invoice: Copy of 4200017727

Confirm and submit this document. It will not be electronically signed according to the countries of origin and destination of invoice. The document's originating country is United States. The document's destination country is United States. If you want your invoices to be stored in the SAP Business Network long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: 754534345  
Invoice Date: Thursday 5 Oct 2023 4:29 PM GMT+05:30  
Original Purchase Order: 4200017727

Subtotal: \$200.00 USD  
Total Tax: \$0.00 USD  
Amount Due: \$200.00 USD

SERVICE PERIOD  
Start Date: 31 Oct 2023  
End Date: 31 Oct 2023

|                                                                |                                                                                                                                                                                     |                                                                                                                                 |
|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|
| <b>REMIT TO:</b><br>Jon Doe<br>Postal Address:                 | <b>BILL TO:</b><br>ChannelView Equistar<br>Postal Address:<br>8281 Sheldon Road<br>ChannelView, TX 77530-2963<br>United States<br>Address ID: CHO<br>Phone (work): +1 (281) 4528888 | <b>SUPPLIER:</b><br>LYB test 1 2020 - TEST                                                                                      |
| <b>BILL FROM:</b><br>LYB test 1 2020 - TEST<br>Postal Address: | <b>CUSTOMER:</b><br>ChannelView Equistar<br>Postal Address:<br>8281 Sheldon Road<br>ChannelView, TX 77530-2963<br>United States<br>Address ID: CHO                                  | <b>WIRE PAYMENT TO BANK:</b><br>FIFTH THIRD BANK<br>Account Name:<br>Account Type:<br>Branch Name:<br>Account ID:<br>SWIFT Code |



**Nota: Guarde** su factura en cualquier momento durante la creación de la factura para trabajar en ella más tarde. Puedes guardar borradores de facturas durante un máximo de 7 días.



## Gestión de facturas - Buscar una factura

Los siguientes pasos son para **los proveedores de LyondellBasell**



## Gestión de facturas - Buscar una factura

- 1 En la pestaña **Inicio**, seleccione **Facturas** en el tipo de documento a buscar.

SAP Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs Reports Assessments Create

Invoices Lyondell Chemical Compar Exact match

Overview Getting started

193 New orders Last 31 days

840 Orders Last 31 days

146 Orders to invoice Last 31 days

234 Invoices Last 31 days

39 Items to confirm Last 31 days

My widgets All customers Customize

Purchase orders Last 3 months

€2.02M EUR

Invoice aging

€664K EUR

Activity feed All View all

Invoice paid Oct 05, 2023 | 04:42 PM | Lyondell Chemical Compan... 82509310 \$1,500.00 USD

- 2 Seleccione **LyondellBasell** en el menú desplegable Cliente.

SAP Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs Reports Assessments Create

Invoices Lyondell Chemical Compar Invoice Number

Overview Getting started

193 New orders Last 31 days

840 Orders Last 31 days

146 Orders to invoice Last 31 days

234 Invoices Last 31 days

39 Items to confirm Last 31 days

My widgets All customers Customize

Purchase orders Last 3 months

€2.02M EUR

Invoice aging

€664K EUR

Activity feed All View all

Invoice paid Oct 05, 2023 | 04:42 PM | Lyondell Chemical Compan... 82509310 \$1,500.00 USD



## Gestión de facturas - Buscar una factura

3 Introduzca el número de factura deseado.

The screenshot shows the SAP Business Network 'Enterprise Account' dashboard. The search bar at the top contains the invoice number '11221654'. Below the search bar, a summary card displays key metrics: 193 New orders, 840 Orders, 146 Orders to invoice, 234 Invoices, and 39 Items to confirm. The 'My widgets' section includes 'Purchase orders' (€2.02M EUR), 'Invoice aging' (€664K EUR), and an 'Activity feed' showing an 'Invoice paid' for \$1,500.00 USD.

4 Pulse el botón **Buscar** para ver los resultados de la búsqueda.

This screenshot is identical to the previous one, but with a green circle containing the number 4 highlighting the search button (magnifying glass icon) next to the search input field.



## Gestión de facturas - Buscar una factura

5

Aparecerá la factura deseada. Seleccione el número de factura para ver los detalles.

Search Filters

Customer: Lyondell Chemical Company - TEST

Invoice Number: 11221654

Partial number  Exact number

Search Reset

| Invoice # | Customer                         | Reference  | Submit Method | Origin   | Self Billing | Source Doc | Date        | Amount       | Routing Status | Invoice Status   |
|-----------|----------------------------------|------------|---------------|----------|--------------|------------|-------------|--------------|----------------|------------------|
| 11221654  | Lyondell Chemical Company - TEST | 4404965929 | Online        | Supplier | No           | Order      | 11 Jul 2023 | \$100.00 USD | On Hold        | Pending Approval |

Create Line-Item Credit Memo Create Line-Item Debit Memo Edit Copy Create Non-PO Invoice Create Contract Invoice

Invoice: 11221654

Copy This Invoice Print Download PDF Export cXML

Detail Scheduled Payments History

Standard Invoice

Status  
Invoice: Pending Approval  
Routing: On Hold  
Invoice Number: 11221654  
Invoice Date: Tuesday 11 Jul 2023 6:51 PM GMT+05:30  
Original Purchase Order: 4404965929  
Submission Method: Online  
Origin: Supplier  
Source Document: Order

SERVICE PERIOD  
Start Date: 11 Jul 2023  
End Date: 11 Jul 2023

Subtotal: \$100.00 USD  
Total Tax: \$0.00 USD  
Amount Due: \$100.00 USD

REMIT TO:  
Jon Doe  
Postal Address:  
PO BOX 630803  
CINCINNATI, OH 45263-0803  
United States

BILL TO:  
Lyondell Chemical Company  
Postal Address:  
1221 McKinney, Suite 300  
HOUSTON, TX 77010  
United States  
Address ID: 130

SUPPLIER:  
LYB test 1 2020 - TEST  
Postal Address:  
271 N Shore Dr  
Pittsburgh, PA 15212-5860  
United States



**Nota:** Aparecen los detalles de la factura deseada.

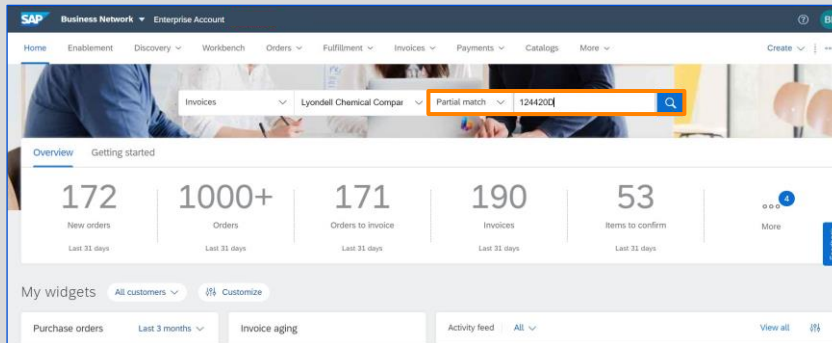




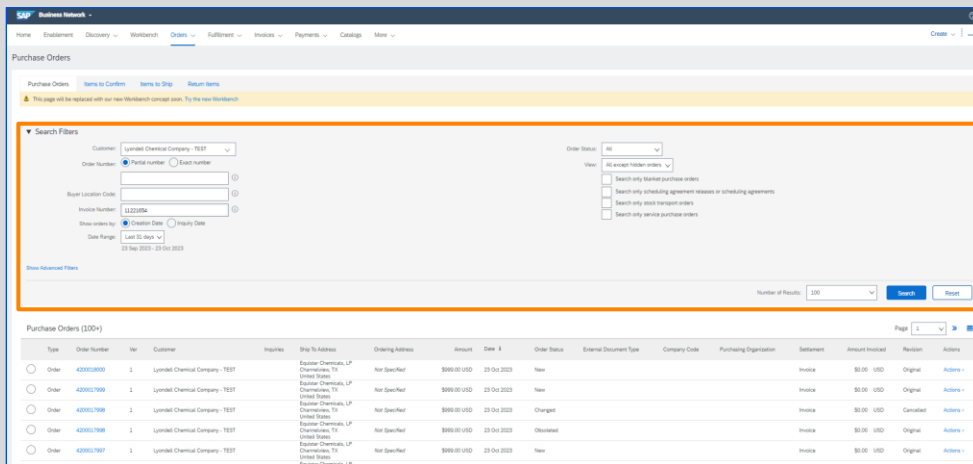
## Gestión de facturas - Buscar una factura



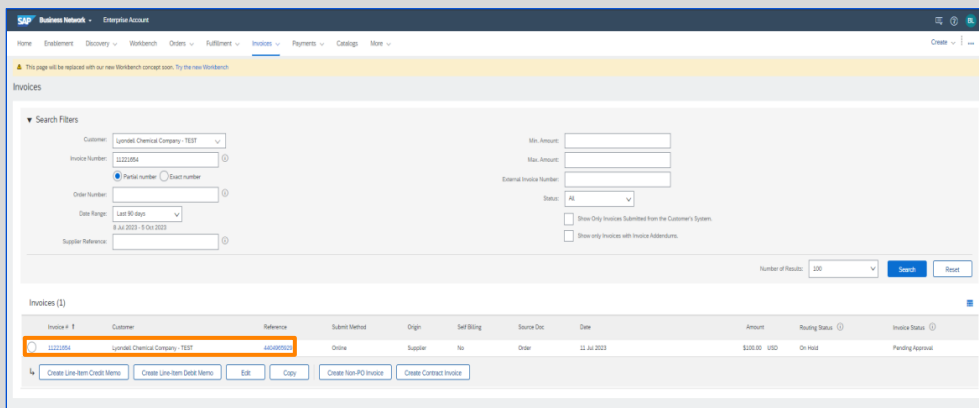
**Nota:** Si no conoce el número exacto de factura, puede seleccionar coincidencia parcial en el menú desplegable y hacer clic en buscar.



Seleccione los filtros de búsqueda deseados para refinar los resultados de la búsqueda y haga clic en Buscar.



Aparecerá la factura deseada. Puede hacer clic en el número de factura para ver detalles adicionales.



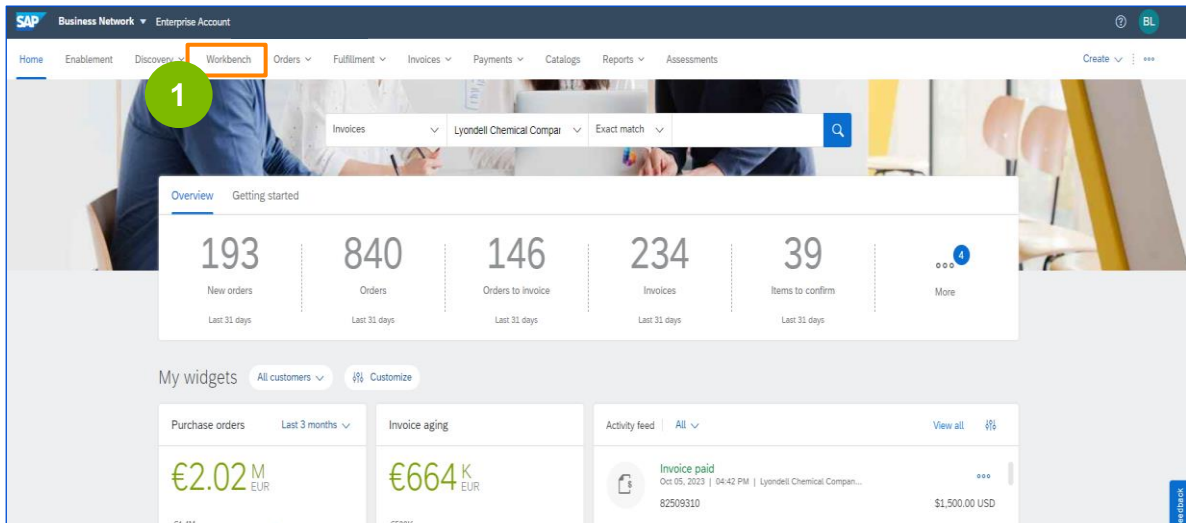


## Gestión de facturas - Comprobar el estado de las facturas

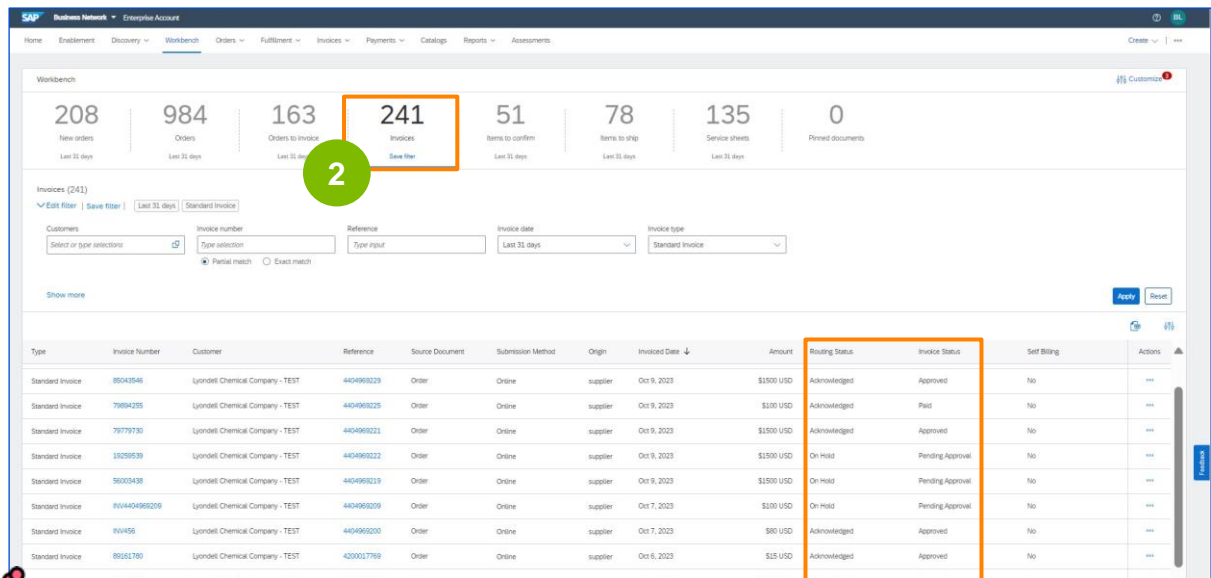
Los siguientes pasos son para **los proveedores de LyondellBasell**

## Gestión de facturas - Comprobar el estado de las facturas

1 En la página de inicio de Ariba Network, seleccione la pestaña **Workbench** para ver una lista de facturas.



2 Aparece la pestaña Workbench. Seleccione **Facturas** para ver una lista de facturas con su **Enrutamiento y Estado de la factura**.



| Type             | Invoice Number | Customer                         | Reference  | Source Document | Submission Method | Origin   | Invoiced Date | Amount    | Routing Status | Invoice Status   | Self Billing | Actions |
|------------------|----------------|----------------------------------|------------|-----------------|-------------------|----------|---------------|-----------|----------------|------------------|--------------|---------|
| Standard Invoice | 85043546       | Lyondell Chemical Company - TEST | 4404969229 | Order           | Online            | supplier | Oct 9, 2023   | \$150 USD | Acknowledged   | Approved         | No           | ...     |
| Standard Invoice | 79894255       | Lyondell Chemical Company - TEST | 4404969225 | Order           | Online            | supplier | Oct 9, 2023   | \$100 USD | Acknowledged   | Paid             | No           | ...     |
| Standard Invoice | 79779730       | Lyondell Chemical Company - TEST | 4404969221 | Order           | Online            | supplier | Oct 9, 2023   | \$150 USD | Acknowledged   | Approved         | No           | ...     |
| Standard Invoice | 19259539       | Lyondell Chemical Company - TEST | 4404969222 | Order           | Online            | supplier | Oct 9, 2023   | \$150 USD | On Hold        | Pending Approval | No           | ...     |
| Standard Invoice | 56003438       | Lyondell Chemical Company - TEST | 4404969219 | Order           | Online            | supplier | Oct 9, 2023   | \$150 USD | On Hold        | Pending Approval | No           | ...     |
| Standard Invoice | 804404969209   | Lyondell Chemical Company - TEST | 4404969209 | Order           | Online            | supplier | Oct 7, 2023   | \$100 USD | On Hold        | Pending Approval | No           | ...     |
| Standard Invoice | 804496         | Lyondell Chemical Company - TEST | 4404969205 | Order           | Online            | supplier | Oct 7, 2023   | \$80 USD  | Acknowledged   | Approved         | No           | ...     |
| Standard Invoice | 80261780       | Lyondell Chemical Company - TEST | 4200007769 | Order           | Online            | supplier | Oct 9, 2023   | \$15 USD  | Acknowledged   | Approved         | No           | ...     |

**Nota:** También puede afinar la búsqueda por número de factura.



## Gestión de facturas - Comprobar el estado de las facturas



### Nota:

Si ha configurado sus Notificaciones de facturas, recibirá correos electrónicos sobre los cambios en el estado de las facturas. Puede comprobar el estado de la factura seleccionando el enlace de la factura dentro del correo electrónico o iniciando sesión directamente en Ariba Network utilizando las instrucciones de búsqueda.

**Routing Status** refleja el estado de la transmisión de la factura a LyondellBasell a través de Ariba Network.

- **Anulada** - Ha anulado la factura
- **Fallido** - La factura no ha llegado a LyondellBasell. Esto podría deberse a las normas de facturación, compruebe la pestaña Historial para ver el motivo del rechazo.
- **En cola** - Ariba Network ha recibido la factura pero aún no la ha procesado
- **Enviada**: Ariba Network ha enviado la factura a una cola. La factura está a la espera de ser recogida por el cliente.
- **Acuse de recibo** - La aplicación de facturación de LyondellBasell ha acusado recibo de la factura

**Estado de la factura** refleja el estado específico de su factura.

- **Enviado** - La aplicación de facturación de LyondellBasell ha recibido la factura pero aún no la ha verificado con los pedidos de compra y los recibos.
- **Aprobada** - LyondellBasell ha verificado la factura comparándola con las órdenes de compra y los recibos y la ha aprobado para su pago.
- **Pagada** - LyondellBasell ha pagado la factura o está en proceso de emitir el pago. **Rechazada** - LyondellBasell ha rechazado la factura o la factura no ha sido validada por Ariba Network.
- **Fallido** - Ariba Network ha experimentado un problema al enrutar la factura



## Gestión de facturas - Comprobar el estado del pago

Los siguientes pasos son para **los proveedores de LyondellBasell**



## Gestión de facturas - Comprobar el estado del pago

1

En la página de inicio de Ariba Network, seleccione la pestaña **Workbench** para ver una lista de facturas.

SAP Business Network Enterprise Account

Home Enablement Discovery **Workbench** Orders Fulfillment Invoices Payments Catalogs Reports Assessments Create

Overview Getting started

193 New orders (Last 31 days) | 840 Orders (Last 31 days) | 146 Orders to invoice (Last 31 days) | 234 Invoices (Last 31 days) | 39 Items to confirm (Last 31 days)

My widgets: Purchase orders (€2.02M EUR), Invoice aging (€664K EUR), Activity feed (Invoice paid: Oct 05, 2023 | \$1,500.00 USD)

2

Aparecerá la pestaña Workbench. Seleccione el número de factura para ver los detalles de Pago de la factura. Asegúrese de que el estado de la factura es Pagado.

SAP Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs Reports Messages Assessments Create

Workbench

81 New orders (Last 31 days) | 473 Orders (Last 31 days) | 39 Orders to invoice (Last 31 days) | **29 Invoices** (Save filter) | 83 Items to confirm (Last 31 days) | 70 Items to ship (Last 31 days) | 23 Service sheets (Last 31 days) | 0 Pinned documents

Invoices (29) | Edit filter | Save filter | Last 31 days | Paid

| Type             | Invoice Number | Customer                         | Reference  | Source Document | Submission Method | Origin   | Invoiced Date | Amount   | Routing Status | Invoice Status | Self Billing | Actions |
|------------------|----------------|----------------------------------|------------|-----------------|-------------------|----------|---------------|----------|----------------|----------------|--------------|---------|
| Standard Invoice | 4405300301 B3  | Lyondell Chemical Company - TEST | 4405300301 | Order           | Online            | supplier | Nov 14, 2023  | \$10 USD | Acknowledged   | Paid           | No           | ...     |
| Standard Invoice | 4405300301 B2  | Lyondell Chemical Company - TEST | 4405300301 | Order           | Online            | supplier | Nov 14, 2023  | \$10 USD | Acknowledged   | Paid           | No           | ...     |



## Gestión de facturas - Comprobar el estado del pago

3

Aparecerán los detalles de la factura. Haga clic en la pestaña **Pagos programados** para ver el calendario de próximos pagos.

Invoice: 4405300301B3

Copy This Invoice Download PDF Export cXML

Detail Scheduled Payments Remittance History

Standard Invoice

|                                                       |                            |
|-------------------------------------------------------|----------------------------|
| Status: Invoice: Paid                                 | Subtotal: \$10.00 USD      |
| Routing: Acknowledged                                 | Total Tax: \$0.00 USD      |
| Invoice Number: 4405300301B3                          | Total Shipping: \$0.00 USD |
| Invoice Date: Wednesday 15 Nov 2023 1:38 AM GMT+08:00 | Amount Due: \$10.00 USD    |
| Original Purchase Order: 4405300301                   |                            |
| Submission Method: Online                             |                            |
| Origin: Supplier                                      |                            |
| Source Document: Order                                |                            |

REMIT TO: Dale Horowitz, Postal Address: PO BOX 630803, Dirección

BILL TO: Houston Refining LP, Postal Address: Dirección

SUPPLIER: LYB test 1 2020 - TEST, Postal Address: Dirección

BILL FROM: LYB test 1 2020 - TEST, Postal Address: 721 N. Shore Dr.

CUSTOMER: Houston Refining LP, Postal Address: 1721 Mocklinev, Suite 700

WIRE PAYMENT TO BANK: FIFTH THIRD BANK, Account Name: CINTAS CORPORATION, Account Type: Checking

4

Aparecerá la pestaña Pagos programados. Aquí puede ver los detalles y el estado del pago. Haga clic en la pestaña **Remesa** para ver los detalles de la remesa.

Invoice: 4405300301B3

Copy This Invoice Download PDF Export cXML

Detail Scheduled Payments Remittance History

| Payment Proposal | Received Date | Accepted Date | Planned Payment Date | Method | Original Amount | Discount/Interest | Adjustment | Amount Due  | Status | Action |
|------------------|---------------|---------------|----------------------|--------|-----------------|-------------------|------------|-------------|--------|--------|
|                  | 14 Nov 2023   |               |                      | ACH    | \$10.00 USD     | \$0.00 USD        |            | \$10.00 USD | Paid   |        |

Copy This Invoice Download PDF Export cXML

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## Gestión de facturas - Comprobar el estado del pago

5

Aparecerán los detalles del pago. Haga clic en el **número de referencia** para ver el documento de detalles del pago.

| Reference No.         | Type | Payment Proposal | Status | Payment Date | Method | Received On |
|-----------------------|------|------------------|--------|--------------|--------|-------------|
| 2.20231114.6900196445 |      |                  | Paid   | 14 Nov 2023  | ACH    | 14 Nov 2023 |

Gross: \$10.00 USD  
Discount: \$0.00 USD  
Adjustment: \$0.00 USD  
Net: \$10.00 USD

5

6

Aparecerán los detalles de la remesa. Desplácese hacia abajo para ver las partidas y haga clic en **Hecho** para salir.

Remittance Advice: 2.20231114.6900196445 (paid)

From: Lyondell Chemical Company - TEST  
To: LYB NW 1 2023 - TEST

Payment Detail:  
Payment Method: ACH (payment)  
Reference Number: 800038645  
Payment Payment: 2.20231114.6900196445  
Issued Date: None

| Line # | Payable Reference                    | Gross Amount | Discount   | Withholding Tax | Adjustment | Net Amount Paid | Scheduled Payment |
|--------|--------------------------------------|--------------|------------|-----------------|------------|-----------------|-------------------|
| 1      | Invoice: 4405300301B3 (Direct Debit) | \$30.00 USD  | \$0.00 USD |                 |            | \$30.00 USD     |                   |
| 2      | Invoice: 4405300301B2 (Direct Debit) | \$30.00 USD  | \$0.00 USD |                 |            | \$30.00 USD     |                   |
| 3      | Invoice: 4405300301B3 (Direct Debit) | \$30.00 USD  | \$0.00 USD |                 |            | \$30.00 USD     |                   |

Amount Paid: \$30.00 USD

6

**Nota:** El número de aviso de remesa combina la fecha de compensación y el número de compensación. Los ocho primeros números son el año, el mes y la fecha, seguidos del número de compensación del banco.







## Gestión de facturas - Comprobar el estado del pago

**Nota:** Puede ver una lista de todas las remesas en bloque accediendo a **Facturas > Remesas**

| Invoice Number | Customer                         | Reference  | Invoiced Date | Amount       | Routing Status | Invoice Status | From address                                | To address                            | Actions |
|----------------|----------------------------------|------------|---------------|--------------|----------------|----------------|---------------------------------------------|---------------------------------------|---------|
| INV4405300309C | Lyondell Chemical Company - TEST | 4405300309 | Nov 14, 2023  | \$390000 USD | Acknowledged   | Approved       | LYB test 1 2020 - TEST, Pittsburgh, PA, USA | Houston Refining LP, HOUSTON, TX, USA | ...     |
| INV4405300309B | Lyondell Chemical Company - TEST | 4405300309 | Nov 14, 2023  | \$390000 USD | Acknowledged   | Approved       | LYB test 1 2020 - TEST, Pittsburgh, PA, USA | Houston Refining LP, HOUSTON, TX, USA | ...     |

Aparecerá una lista con todas las remesas.

| Transaction           | Customer                         | Payment Date | Account ID | Method | Reference Number | Gross     | Discount | Adjustment | Net       | Status | Routing Status | Difference |
|-----------------------|----------------------------------|--------------|------------|--------|------------------|-----------|----------|------------|-----------|--------|----------------|------------|
| Z.20231114.6900196445 | Lyondell Chemical Company - TEST | Nov 14, 2023 |            | ACH    | 6900196445       | \$30 USD  | \$0 USD  | \$0 USD    | \$30 USD  | Paid   | Sent           |            |
| Z.20231114.6900196444 | Lyondell Chemical Company - TEST | Nov 14, 2023 |            | ACH    | 6900196444       | \$300 USD | \$0 USD  | \$0 USD    | \$300 USD | Paid   | Sent           |            |
| Z.20231114.690019644  | Lyondell Chemical Company - TEST | Nov 14, 2023 |            | ACH    | 6900196443       | \$800 USD | \$0 USD  | \$0 USD    | \$800 USD | Paid   | Sent           |            |



## Gestión de facturas - Historial de facturas

Los siguientes pasos son para **los proveedores de LyondellBasell**



## Gestión de facturas - Historial de facturas

1

Abra la factura deseada para la que desea ver el historial de facturas. Haga clic en la pestaña **Historial** para continuar.

SAP Business Network - Enterprise Account

Invoice: 10060220

Copy This Invoice Print Download PDF Export cXML

Detail Scheduled Payments **History**

Standard Invoice

**Status**  
Invoice: Paid  
Routing: Acknowledged  
Invoice Number: 10060220  
Invoice Date: Wednesday 20 Sep 2023 2:32 PM GMT+01:00  
Original Purchase Order: 4404968201  
Submission Method: Online  
Origin: Supplier  
Source Document: Order

**SERVICE PERIOD**  
Start Date : 20 Sep 2023  
End Date : 20 Sep 2023

2

Aparecerá la página Historial de facturas con el historial y los comentarios de estado de la factura. Revise los detalles y haga clic en **Hecho** para salir.

Invoice: 10060220

Copy This Invoice Download PDF Export cXML

Detail Scheduled Payments **History**

Invoice: 10060220  
Invoice Status: Paid  
Received By SAP Business Network On: 20 Sep 2023 6:57:25 PM GMT+05:30  
Submitted By: Bradley Lapp

To: Lyondell Chemical Company - TEST  
Routing Status: Acknowledged

| Status       | Comments                                                                                         | Changed By                    | Date and Time          |
|--------------|--------------------------------------------------------------------------------------------------|-------------------------------|------------------------|
|              | The invoice was successfully received.                                                           | LYB test 1 2020 - TEST        | 20 Sep 2023 6:57:26 PM |
| On Hold      | cXML InvoiceDetailRequest queued                                                                 | Supplier                      | 20 Sep 2023 6:57:31 PM |
|              | Invoice date automatically changed to 2023-09-20T14:32:01+01:00 after service sheet approval     | PropagatorProcessor-109548034 | 20 Sep 2023 7:02:51 PM |
|              | The invoice status has been successfully updated to approved by Lyondell Chemical Company - TEST | PropagatorProcessor-109548034 | 20 Sep 2023 7:02:02 PM |
| Queued       |                                                                                                  | Supplier                      | 20 Sep 2023 7:02:02 PM |
|              | Comments from Lyondell Chemical Company - TEST: Success                                          | PropagatorProcessor-109542040 | 20 Sep 2023 7:02:54 PM |
| Acknowledged |                                                                                                  | Supplier                      | 20 Sep 2023 7:02:55 PM |
|              | The invoice status has been successfully updated to Approved by Lyondell Chemical Company - TEST | PropagatorProcessor-109523038 | 20 Sep 2023 7:06:04 PM |
|              | The invoice status has been successfully updated to Paid by Lyondell Chemical Company - TEST     | PropagatorProcessor-109548036 | 20 Sep 2023 7:13:12 PM |

Copy This Invoice Download PDF Export cXML

Done



**Nota:** El historial de transacciones puede utilizarse en la determinación de problemas para transacciones fallidas o rechazadas.



## Gestión de facturas - Informes de facturación

Los siguientes pasos son para **los proveedores de LyondellBasell**



## Gestión de facturas - Informes de facturación

- 1 Haga clic en la pestaña **Informes** de la pantalla de inicio de SAP Ariba para crear informes.

My widgets All customers Customize

- 2 Aparece la página Informes. Haga clic en **Crear** para crear un nuevo informe.

| Title ↑  | Schedule Type | Report Type | Status | Last Run | Next Run |
|----------|---------------|-------------|--------|----------|----------|
| No items |               |             |        |          |          |

Run Download Edit Copy Delete Create Refresh Status



**Nota:** El historial de transacciones puede utilizarse en la determinación de problemas para transacciones fallidas, pendientes o rechazadas.



## Gestión de facturas - Informes de facturación

3

Introduzca un **Título** para el informe, seleccione un **Tipo de informe**, añada cualquier otro detalle que considere necesario y haga clic en **Siguiente** para continuar.

SAP Business Network - Enterprise Account

Report

Enter a title and description for this report. Check the Time Zone and Language settings. You can set the Time Zone and Language for each report. Then, select the Report Type.

1 Report Description

2 Criteria

Title: \* Report1

Description:

Time zone: CET

Language: English

Report type: \* Invoice

Next Exit

Next Exit

4

Aparece la sección Criterios. Haga clic en el botón **Seleccionar** situado junto al campo Cliente para buscar LyondellBasell.

SAP Business Network - Enterprise Account

Report

Set the parameters for this report. To save your changes and put the report into the queue to be run, click Submit. To exit without saving changes or running this report, click Exit.

1 Report Description

2 Criteria

Customer: All Customers **Select**

Invoice Number: [ ]

Invoice Amount: [ ] to [ ]

Routing Status: Any

Invoice Status: Any

Invoices without Payment Receipts

Created Date: 24 Sep 2023 To 24 Oct 2023

Maximum Results Returned: 100

Previous Submit Exit

Previous Submit Exit



## Gestión de facturas - Informes de facturación

5

Aparece la pantalla Seleccionar clientes. Busque y seleccione **LyondellBasell** y haga clic en **Aceptar**.

Select customers

Selected Customers

No items

Remove

Company Name:  Search

Customer

Lyondell Chemical Company - TEST

Lyondell Chemical Company Supplemental - TEST

Add

OK Cancel

6

Introduzca la información deseada para el informe.

SAP Business Network Enterprise Account

Report

Previous Submit Exit

1 Report Description

2 Criteria

Set the parameters for this report. To save your changes and put the report into the queue to be run, click Submit. To exit without saving changes or running this report, click Exit.

Customer: Lyondell Chemical Company - TEST

Invoice Number:

Invoice Amount:  to

Routing Status: Any

Invoice Status: Any

Invoices without Payment Receipts

Created Date: 24 Sep 2023 To 24 Oct 2023

Maximum Results Returned: 100

Previous Submit Exit



**Nota:** Dependiendo del tipo de informe que seleccione, esta pantalla puede variar. Deje en blanco el campo de número de factura si desea ver todos los resultados.



## Gestión de facturas - Informes de facturación

7 Haga clic en **Enviar** para continuar.

SAP Business Network - Enterprise Account

Report

Set the parameters for this report. To save your changes and put the report into the queue to be run, click Submit. To exit without saving changes or running this report, click Exit.

1 Report Description

2 Criteria

Customer: Lyondell Chemical Company - TEST

Invoice Number:

Invoice Amount:  to

Routing Status: Any

Invoice Status: Any

Invoices without Payment Receipts

Created Date: 24 Sep 2023 To 24 Oct 2023

Maximum Results Returned: 100

Previous Submit Exit

8 Se le redirigirá a la pantalla Informes. Haga clic en el botón **Actualizar estado** para ver el estado actualizado del informe.

SAP Business Network - Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs More

Reports

Use CSV or Excel reports to track information on account usage, such as purchase orders and invoices. Report files are UTF-8 encoded. If your application does not read UTF

Report Templates

| Title ↑       | Schedule Type | Report Type          | Status | Last Run | Next Run |
|---------------|---------------|----------------------|--------|----------|----------|
| Early Payment | Manual        | Early Payment Detail | Queued |          | st 2023  |

Run Download Edit Copy Delete Create Refresh Status





## Gestión de facturas - Informes de facturación

9

Una vez que el estado del informe cambie a **Procesado**, haga clic en el botón **Descargar** para descargar el informe.

The screenshot displays the SAP Business Network interface for an Enterprise Account. The main content area is titled 'Reports' and includes a note about CSV or Excel reports. Below this, there is a 'Report Templates' section with a table listing report details. The table has columns for Title, Schedule Type, Report Type, Status, Last Run, Next Run, Created, Created By, and Report Size. One report, 'Report1', is listed with a status of 'Processed'. Below the table, there are several action buttons: Run, Download, Edit, Copy, Delete, Create, and Refresh Status. The 'Download' button is highlighted with an orange border, and a green circle with the number '9' is overlaid on it.

| Title   | Schedule Type | Report Type | Status    | Last Run    | Next Run | Created     | Created By   | Report Size |
|---------|---------------|-------------|-----------|-------------|----------|-------------|--------------|-------------|
| Report1 | Manual        | Invoice     | Processed | 25 Oct 2023 |          | 25 Oct 2023 | Bradley Lapp | 356 B       |



## Gestión de facturas - Archivo de facturas

Los siguientes pasos son para **los proveedores de LyondellBasell**



## Gestión de facturas - Archivo de facturas

1

Haga clic en el icono Perfil -> Configuración -> Enrutamiento de facturas electrónicas para ver la página de configuración de la red.

The screenshot shows the SAP Business Network dashboard. A green circle with the number '1' highlights the 'Settings' option in the user profile dropdown menu. The dashboard includes a navigation bar, a search bar, and several data widgets such as 'New orders', 'Orders', 'Orders to invoice', 'Invoices', and 'Items to confirm'. The 'Settings' menu is open, showing options like 'Account Settings', 'Network Settings', and 'Log out'.

2

Aparece la página Configuración de red. Seleccione la pestaña **Facturación fiscal y archivo**.

The screenshot shows the 'Network Settings' page in SAP Business Network. A green circle with the number '2' highlights the 'Tax Invoicing and Archiving' tab. The page includes tabs for 'Electronic Order Routing', 'Electronic Invoice Routing', 'Accelerated Payments', 'Settlement', and 'Data Deletion Criteria'. Under 'Tax Invoicing and Archiving', there are sections for 'Capabilities & Preferences', 'Sending Method', and 'Notifications'. The 'Sending Method' section shows 'Document Type' and 'Routing Method' for 'Invoices' and 'Customer Invoices', both set to 'Online'.



**Nota:** La configuración del archivado de facturas permite especificar la frecuencia, la inmediatez y la entrega de archivos comprimidos de facturas.



## Gestión de facturas - Archivo de facturas

3

Aparece la página Configuración de red. Haga clic en el botón **Configurar archivo de facturas** para configurar las reglas de archivo de facturas.

Network Settings

Electronic Order Routing Electronic Invoice Routing Accelerated Payments Settlement Data Retention Criteria

General Tax Invoicing and Archiving

Tax Information

Tax Classification: (no value)

Taxation Type: (no value)

Tax ID: Do not enter dashes

State Tax ID: Do not enter dashes

Regional Tax ID: Do not enter dashes

Vat ID:

VAT Registered:

VAT Registration Document: <No document> Upload

Tax Clearance:

Tax Clearance Number: 3500104900

Tax Clearance Document: <No document> Upload

Tax Clearance Expiry Date: [calendar icon]

Exempt from Backup Withholding:  Yes  No

Invoice Archival

SAP Business 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 SAP Business Network to archive your invoices. Based on the option you have selected, SAP Business 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 SAP Business Network to wait for a 30-day period, select the Archive Immediately option. For more information, see the Download Archived Invoices from the Outlook > Archived Invoices page.

Configure Invoice Archival

4

Seleccione la frecuencia deseada, elija Archivar inmediatamente para archivar sin esperar 30 días y haga clic en **Iniciar**. Si desea que Ariba entregue archivos zip archivados, introduzca una URL de entrega de archivo.

SAP Business Network Enterprise Account

Invoice Archival

SAP Business 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 SAP Business Network to archive your invoices. Based on the option you have selected, SAP Business 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 SAP Business Network to wait for a 30-day period, select the Archive Immediately option. For more information, see the Download Archived Invoices from the Outlook > Archived Invoices page.

Twice Daily

Daily

Weekly

Every Two Weeks

Monthly

Archiving Start Time: 0 AM : CET

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: [text field]

Save Delivery Option

**Nota:** Puede detener o actualizar la frecuencia de archivo en cualquier momento.



## Gestión de facturas - Archivo de facturas

5

Haga clic en **Guardar** para guardar la configuración.

SAP Business 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 SAP Business Network to archive your invoices. Based on the option you have selected, SAP Business 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 SAP Business 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: 8 AM : 8 CET

Archive Immediately

Stop Update Frequency

The first archive file will be available on 11/07/2023

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

Upload

Tax Clearance

Tax Clearance Number: 3606104900

Tax Clearance Document: <No document>

Upload

Tax Clearance Expiry Date: 11/07/2023

Exempt from Backup Withholding:  Yes  No

Invoice Archival

SAP Business 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 SAP Business Network to archive your invoices. Based on the option you have selected, SAP Business 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 SAP Business 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

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. SAP Business 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.

If recurring or one time data deletion feature is enabled, the invoices from will be deleted. You may not be able to search or retrieve those invoices from the archiving service provider.

Save Close



**Nota:** También puede navegar a la pantalla **Facturación de impuestos y archivo** para suscribirse al Archivo de documentos a largo plazo para obtener una solución de archivo integrada.



# Gracias