

# Invoice Guide Job Aid

中文 (简体)

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# 中文 (简体)



# Ariba 网络发票指南 工作助手

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月所有者: 利安德巴塞尔“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)
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- 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

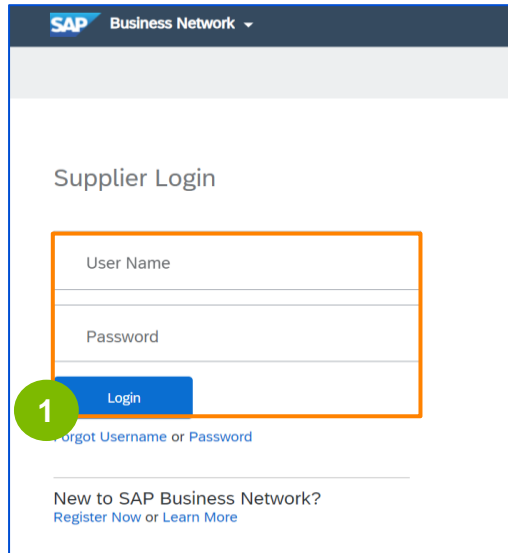




## 发票流程 - 发票规则

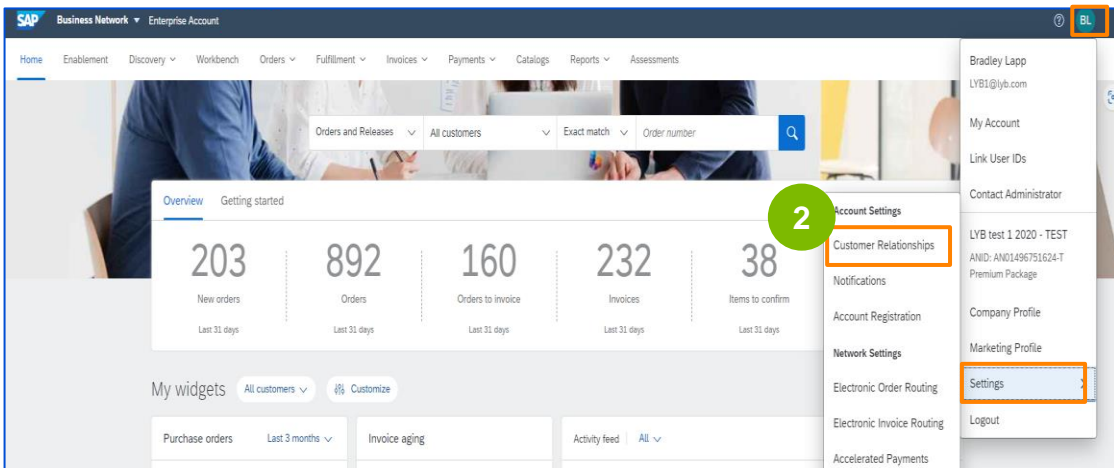
1

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

Country-based Invoice Rules

Download Invoice Rules

Originating Country of Invoice: All Other Countries



**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。

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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## 发票提交方法 - 通过 PO Flip (材料) 提交发票

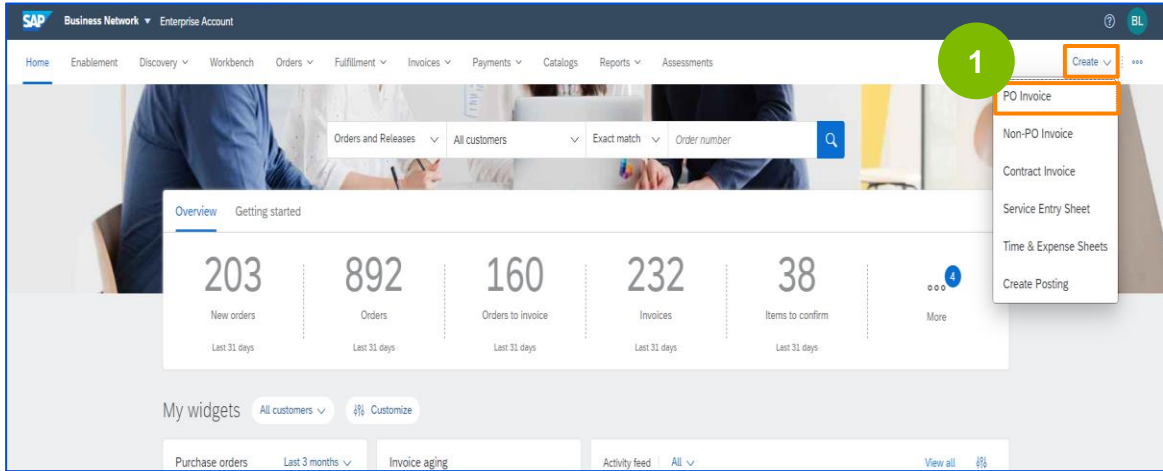
以下步骤适用于利安德巴赛尔供应商



## 发票提交方法 - 通过 PO Flip (材料) 提交发票

1

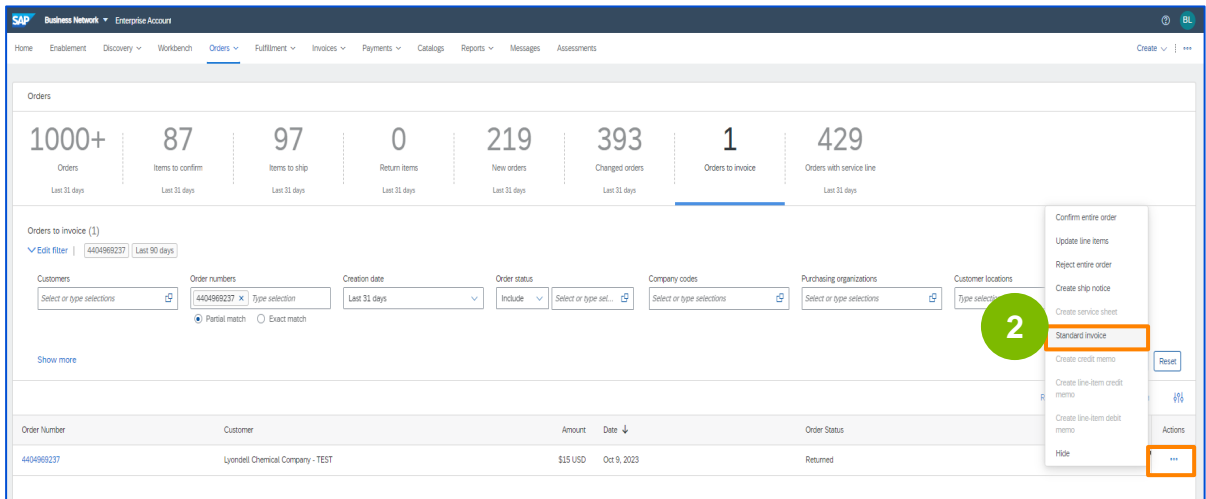
在 Ariba 网络账户的主屏幕上，选择 "创建" 下拉菜单，然后选择 "PO 发票"。



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。

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:	

6

a. (仅限美国) 选择 标题税和运费 选择相应的单选按钮。

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

b. (非美国) 选择 页眉级发货 选择相应的单选按钮。单击“添加到页眉”并选择“运费”。重复此步骤添加“运费税”。

Invoice Header	
Summary	<input type="text" value="Shipping Cost"/> <input type="text" value="Shipping Tax"/>



## 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。





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

9 (仅限非美国) 单击“税务类别”，然后从下拉菜单中选择选项。

Insert Line Item Options

Tax Category: 20% VAT / Standard 20%  Shipping Documents  Special Handling  Discount [Add to Included Lines](#)

No.	Include	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	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.  
Rotterdam - Botlek  
Netherlands

gonesse cedex Deliver To: Recipient,Unloading Point  
France

Shipping Cost

Shipping Amount: 0.00 EUR Shipping Date:

注意：您可以在“配置税金”下拉菜单中配置其他税金类别、税率和说明。

10 (仅限非美国) 选择要包含的行项目，然后单击添加到已包含行。

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.  
Rotterdam - Botlek  
Netherlands

gonesse cedex Deliver To: Recipient,Unloading Point  
France

Shipping Cost

Shipping Amount: 0.00 EUR Shipping Date:



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



备注:

- 附加详细信息 可通过编辑细列项目在细列项目一级查看。

The screenshot shows the SAP Ariba interface for editing a line item. On the left, a 'Line Item Actions' dropdown menu is open, with 'Edit' highlighted in orange. Below it, 'Add' and 'Shipping Documents' are visible. On the right, the 'Line Items' table is shown with one item selected. The table has columns: No., Include, Type, Part#, Description, Customer Part#, Quantity, Unit, Unit Price, and Subtotal. The selected item is: 1, checked, MATERIAL, GOODS\_01, Copy Paper White, A3, 80gsm (ream 500 sheets), 5, EA, 0.50 EUR, 2.50 EUR. At the top right, it says '2 Line Items, 2 Included, 0 Previously Invoiced'. There are also buttons for 'Delete', 'Add', 'Tax Category', 'Shipping Documents', 'Special Handling', 'Discount', and 'Add to Included Lines'.



- 要在行项目中添加注释，请选择“行项目”，点击“行项目操作 > 注释”。

The screenshot shows the SAP Ariba interface with the 'Line Item Actions' dropdown menu open. The 'Comments' option is highlighted in orange. Other options in the menu include 'Edit', 'Add', 'Shipping Documents', 'Special Handling', 'Pricing Details', 'Discount', 'Allowance', 'Charge', and 'Attachment'. At the bottom of the menu, there is a 'Comments' section with a text input field and a 'Remove' button. The background shows the 'Line Items' table and buttons for 'Update', 'Save', 'Exit', and 'Next'.

The screenshot shows the 'Comments' input field in the SAP Ariba interface. The field is empty and has a 'Remove' button to its right. The text 'Comments' is visible on the left side of the input area.



## 发票提交方法 - 通过 PO Flip (材料) 提交发票

11 单击 "下一步" 继续。

SAP Business Network Enterprise Account

Create Invoice

Update Save **11** Next

Invoice 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  
Service Description: View/Edit Addresses  
Supplier Tax ID:  
Remit To: PO BOX 630803  
CINCINNATI, OH  
United States  
Bill To: Equistar Chemicals LP  
HOUSTON, TX  
United States

12 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 **12** 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

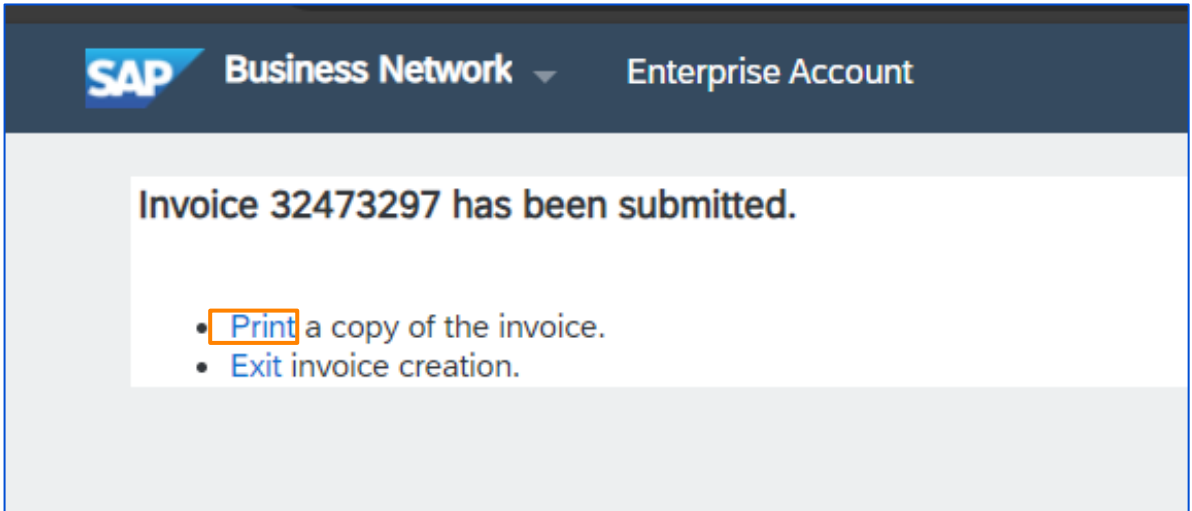
SUPPLIER: LYB test 1 2020 - TEST  
Postal Address:  
271 N Shore Dr  
Pittsburgh, PA 15212-5860  
United States



**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）

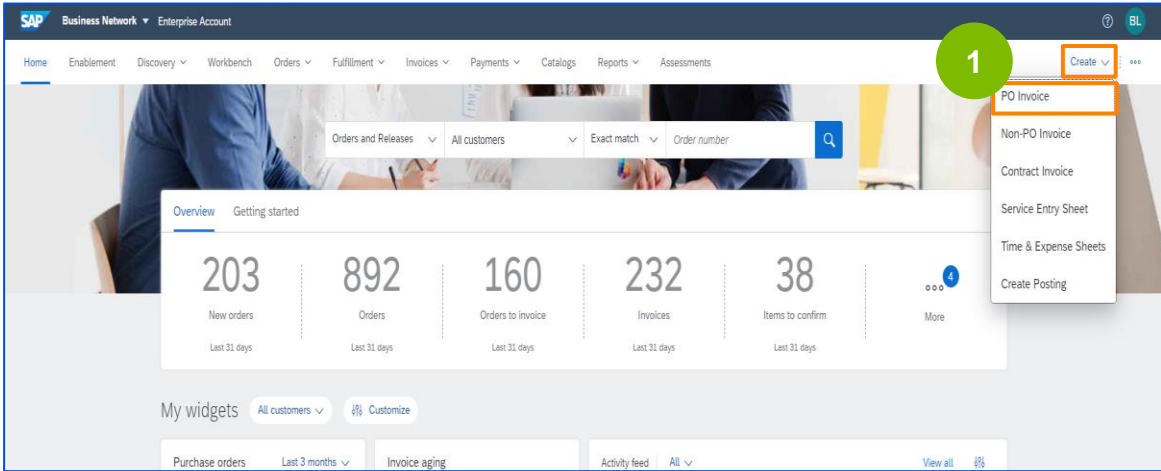
以下步骤适用于利安德巴赛尔供应商



## 提交发票的方法 - 通过 PO Flip 开发票（服务）

1

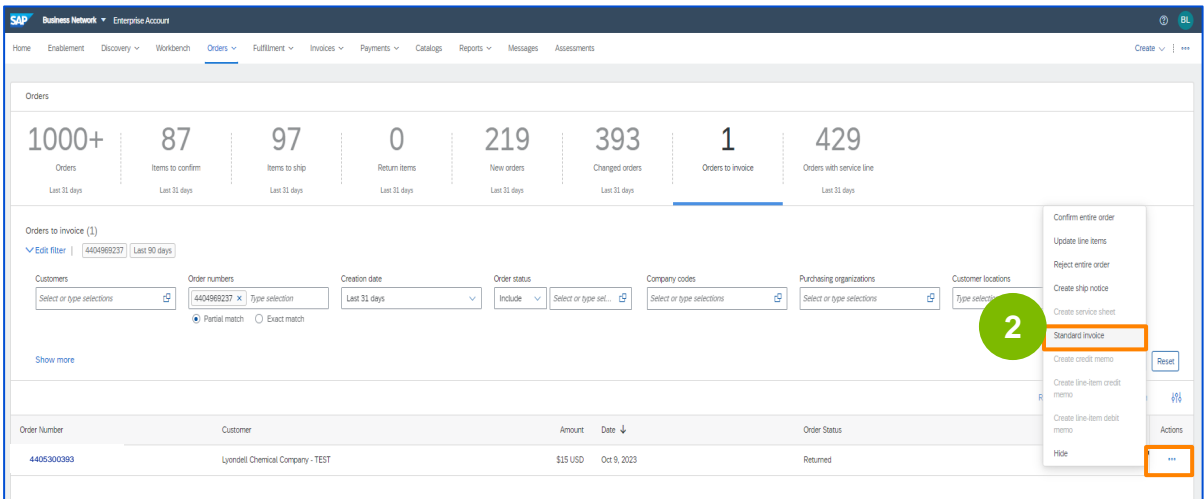
在 Ariba 网络账户的主屏幕上，选择 "创建" 下拉菜单，然后选择 "PO 发票"。



出现订单页面。

2

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' highlights the 'Invoice #' field, which contains the value 'INV449200393'. The screen displays the following information:

- Invoice Header:** Purchase Order: 449200393, Invoice #: INV449200393, Invoice Date: 7 Dec 2023.
- Summary:** Subtotal: \$0.00 USD, Total Tax: \$0.00 USD, Amount Due: \$0.00 USD.
- Supplier:** LYB test 1 2020 - TEST, Pittsburgh, PA, United States.
- Customer:** Lyondell Chemical Company, HOUSTON, TX, United States.
- Tax:** Header level tax (selected).
- Shipping:** Header level shipping (selected).
- Payment Term:** Net Terms(days): 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' highlights the 'Service Start Date' and 'Service End Date' fields, which are set to '7 Dec 2023' and '7 Dec 2023' respectively. The screen displays the following information:

- Supplier:** LYB test 1 2020 - TEST, Pittsburgh, PA, United States.
- Customer:** Lyondell Chemical Company, HOUSTON, TX, United States.
- Field Contractor:** Name, Email, Phone (USA 1).
- Field Engineer:** Name, Email, Phone (USA 1).
- Approver:** Name.



## 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 interface. A green circle with the number '5' highlights the 'Add General Service' button in the 'Add Line Item' dropdown menu. The table below shows the current 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 interface. A green circle with the number '6' highlights the 'Quantity' and 'Unit' fields in the table. The table below shows the current 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 (非美国) 单击“税收类别”，然后从下拉菜单中选择适当的税收选项。

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

- 8 (非美国)
- 选择要包含的项目，
  - 然后单击“添加到包含行”。
  - 填写所需的税务详细信息（类别、描述、税率等）

Line Items

Insert Line Item Options

Tax Category: 19% VAT / Standard Rate  Discount

Include  Not Available

8a

8b Add to Included Lines

8c

Service Period

Service Start Date:  Service End Date:

Tax

Category: 19% VAT / Standard Rate

Location:

Description: Standard Rate

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: 500.00 EUR

Tax Rate Type:

Rate(%): 19

Tax Amount: 95.00 EUR

Exempt Detail: (no value)

Date Of Supply: 5 Aug 2024

Triangular Transaction

Line Item Actions:

Update Save Exit Next



注意：您可以在“配置税金”下拉菜单中配置其他税金类别、税率和说明。



## 提交发票方法 - 通过 PO Flip 开发票 (服务)

9

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。

Supplier VAT: Supplier VAT/Tax ID: [ ] Add to Header ▾

Approver: Phone: USA 1 [ ] [ ] [ ] Name: [ ] Email: [ ] Phone: USA 1 [ ] [ ] [ ]

Customer VAT: Customer VAT/Tax ID: [ ]

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	<input checked="" type="checkbox"/>		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** [ ]

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。

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 wish your invoices to be signed in the SAP Business Network using your document authenticating, you can subscribe to an authenticating service. Note that you will also be able to authorize and invoice once you subscribe to the authenticating service.

Standard Invoice

Invoice Number: 480233 Invoice Date: Thursday 7 Dec 2023 8:08 AM GMT-08:00 Subtotal: \$100.00 USD  
Original Purchase Order: 448000000 Tax Tot: \$0.00 USD  
Invoice Amount Due: \$100.00 USD

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

SEND TO: Date Network: [ ] Bill TO: Lysand Chemical Company Postal Address: 3221 McKinney, Suite 300 SUPPLIER: LYSAND 1 0001 - TEST Postal Address: [ ]

BILL FROM: LYSAND 1 0001 - TEST CUSTOMER: Lysand Chemical Company Postal Address: 3221 McKinney, Suite 300 WIRE PAYMENT TO BANK: 1919 THRD BANK Account Name: CREDIT CORPORATION Account Type: Checking

SHIPPING INFORMATION: SHIP FROM: LYSAND 1 0001 - TEST SHIP TO: Lysand Chemical Company Postal Address (Shipping Location): 3221 McKinney, Suite 300

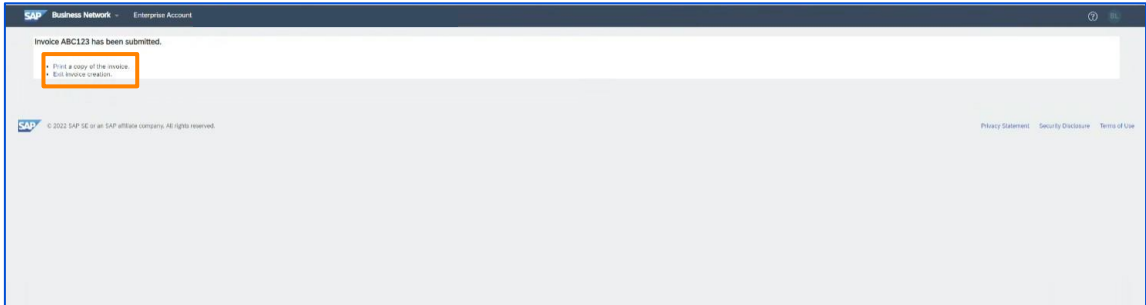
Previous [ ] Save [ ] **Submit** [ ] Exit [ ]



**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 - 贷方备忘（页眉级）

以下步骤适用于利安德巴赛尔供应商



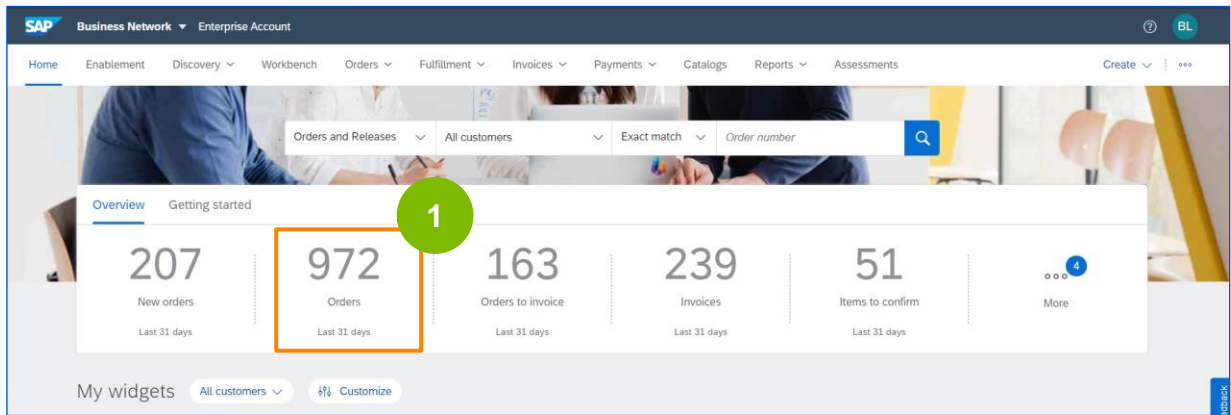
**注意：**标题级信用票据仅在某些国家支持



## 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。

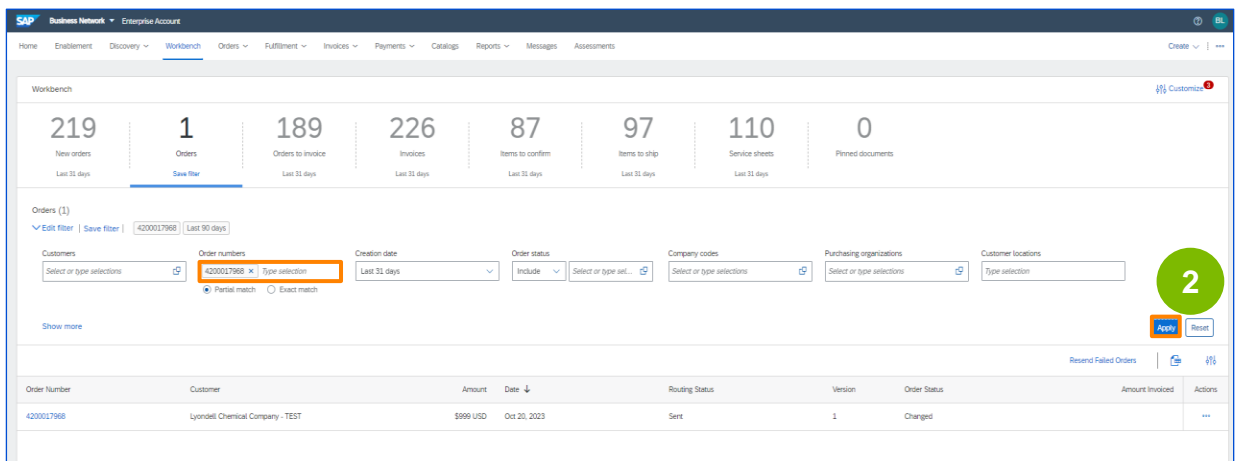


注：您也可以通过工作台 > 订单查看采购订单列表。

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

---

**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

Add Attachment

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

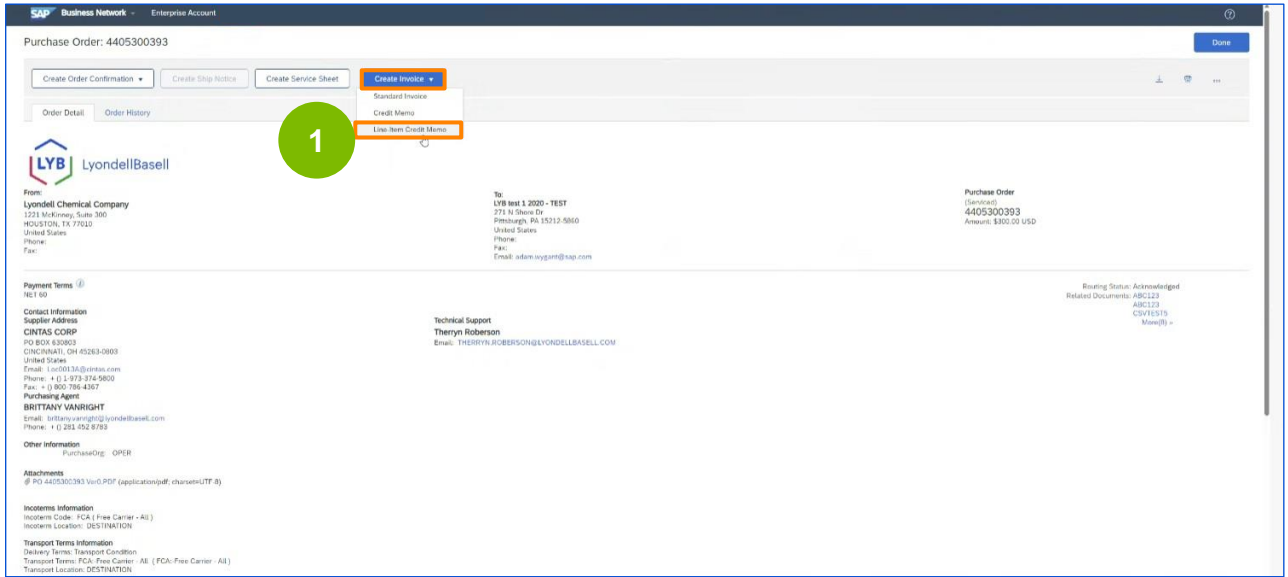




## 发票提交方法 - 信用备忘录 (行级)

1

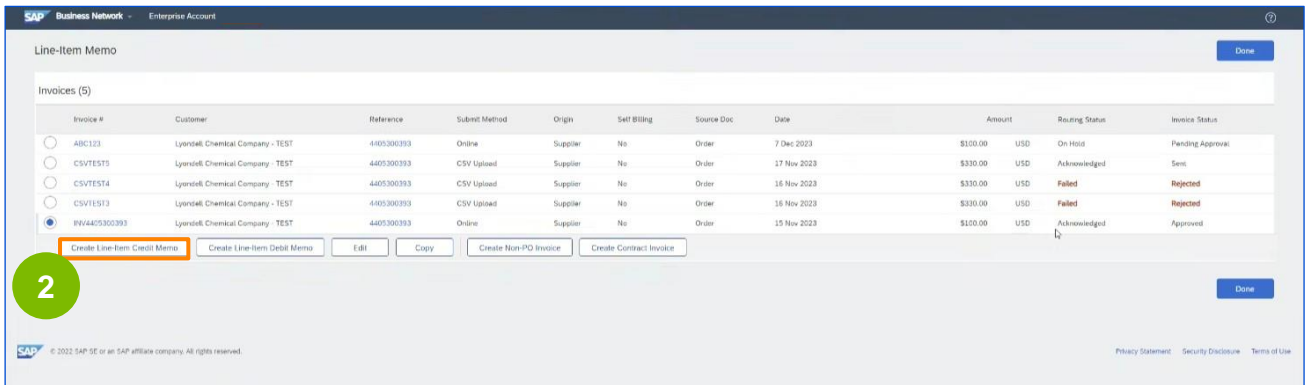
在所需订购单上，选择**创建发票 > 细列项目贷方备忘**，创建细列级贷方备忘。



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**

3

4

向下滚动并添加所需的**服务开始日期**和**服务结束日期**。

4



## 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:

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

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

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:

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

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



### 备注：

- 如果需要缴纳税款/增值税，则必须将这些税款/增值税添加到入账单中。
- 所有价值金额必须始终为负数。



## 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: INV4405300383)

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: INV4405300383	Amount Due: \$-100.00 USD
Original Invoice Date: Wednesday 15 Nov 2023 1:14 PM GMT-06:00	
Original Purchase Order: 4405300383	
Has Price Adjustment: Yes	

SERVICE PERIOD

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

<b>REMIT TO:</b> Date Invoice: Postal Address: PO BOX 430083	<b>BILL TO:</b> Lyondell Chemical Company Postal Address: 1223 McKinney, Suite 300	<b>SUPPLIER:</b> LYB test 1 2020 - TEST Postal Address: 271 N Shore Dr
<b>BILL FROM:</b> LYB test 1 2020 - TEST Postal Address: 271 N Shore Dr	<b>CUSTOMER:</b> Lyondell Chemical Company Postal Address: 1223 McKinney, Suite 300	<b>WIRE PAYMENT TO BANK:</b> FIFTH THIRD BANK Account Name: CREDIT CORPORATION Account Type: Checking

SHIPPING INFORMATION:

<b>SHIP FROM:</b> LYB test 1 2020 - TEST Postal Address:	<b>SHIP TO:</b> Lyondell Chemical Company 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。



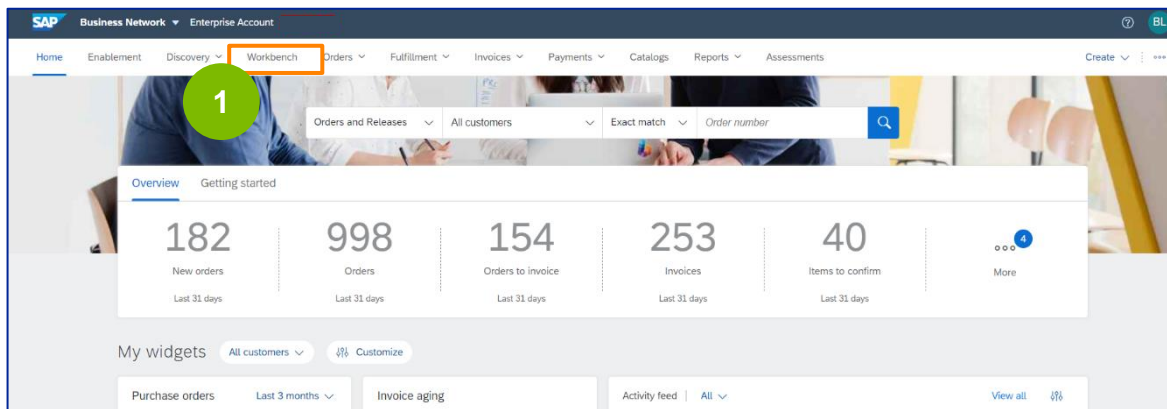
## 发票提交方法 - 复制发票

以下步骤适用于利安德巴赛尔供应商

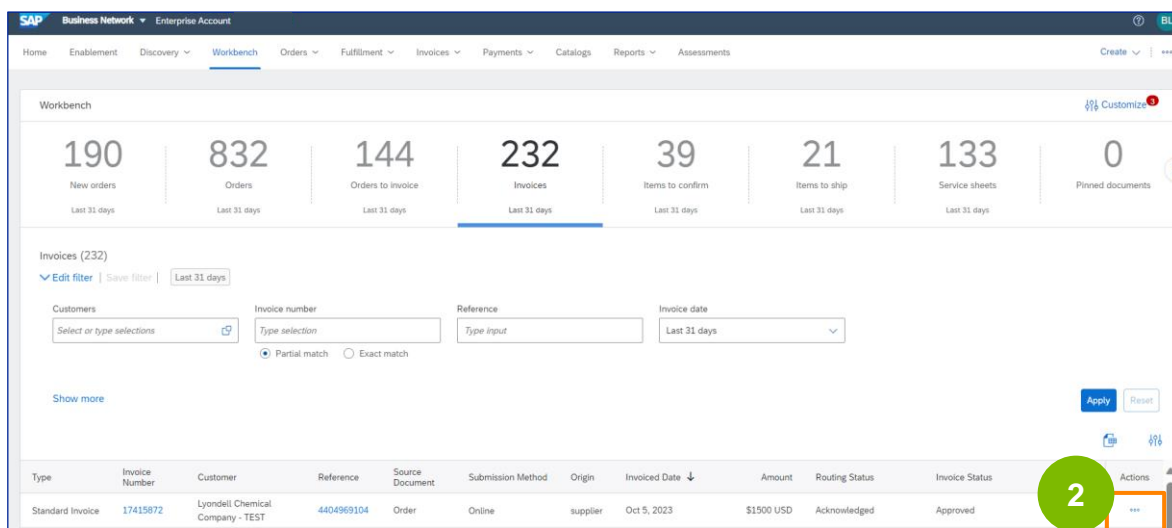


## 发票提交方法 - 复制发票

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

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 | Invoice type: All

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	Appro	Copy

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

Invoice Header

Summary

Purchase Order: 4404969104

Invoice ID: 17415872

Invoice Date: 10/05/2023

Service Description:

Supplier Tax ID:

Header To: PO BOX 630803

Ship To: 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

Additional Fields

Supplier Account ID:

Customer Reference:

Supplier Reference:

Payment Note:

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

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: 75453434  
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: 31 Oct 2023  
End Date: 31 Oct 2023

REMIT TO:	BILL TO:	SUPPLIER:
利安德巴塞尔 Postal Address:	ChannelView Equiptor Postal Address: 8281 Sheldon Road ChannelView, TX 77530-2963 United States Address ID: CHD Phone (work): +1 (281) 4528888	LYB test 1 2020 - TEST

BILL FROM:	CUSTOMER:	WIRE PAYMENT TO BANK:
LYB test 1 2020 - TEST Postal Address:	ChannelView Equiptor Postal Address: 8281 Sheldon Road ChannelView, TX 77530-2963 United States Address ID: CHD	FIFTH THIRD BANK Account Name: Account Type: Branch Name: Account ID: 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。





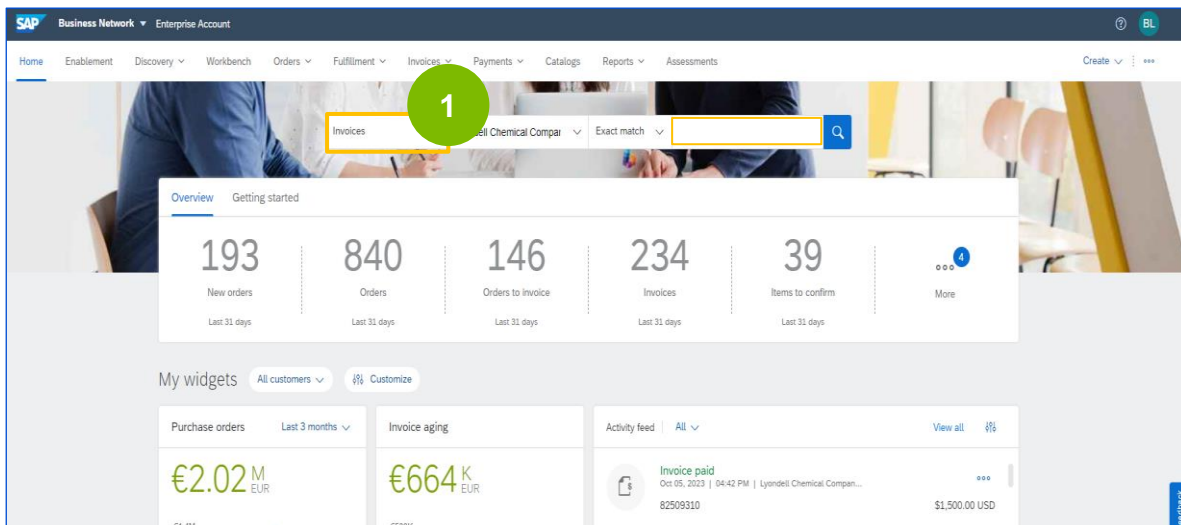
## 发票管理 - 搜索发票

以下步骤适用于利安德巴赛尔供应商

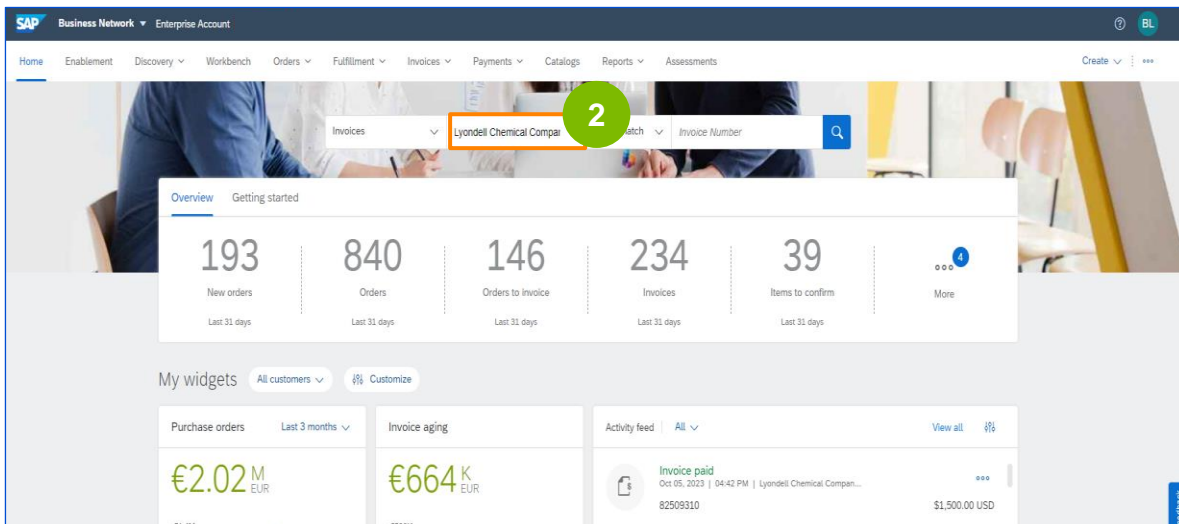


## 发票管理 - 搜索发票

1 从主页标签，在文档类型中选择**发票**进行搜索。



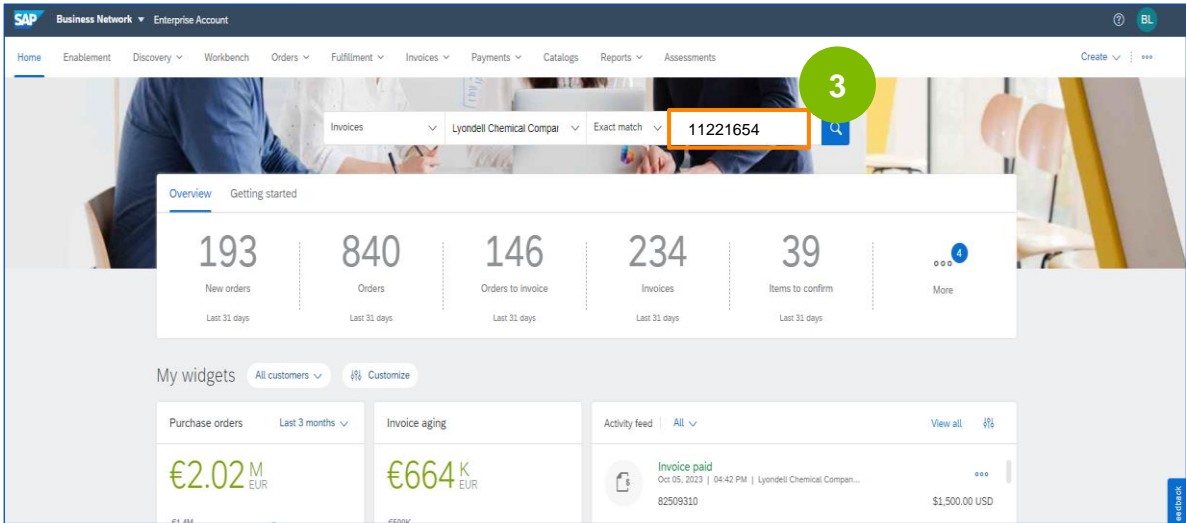
2 从客户下拉菜单中选择**利安德巴赛尔**。



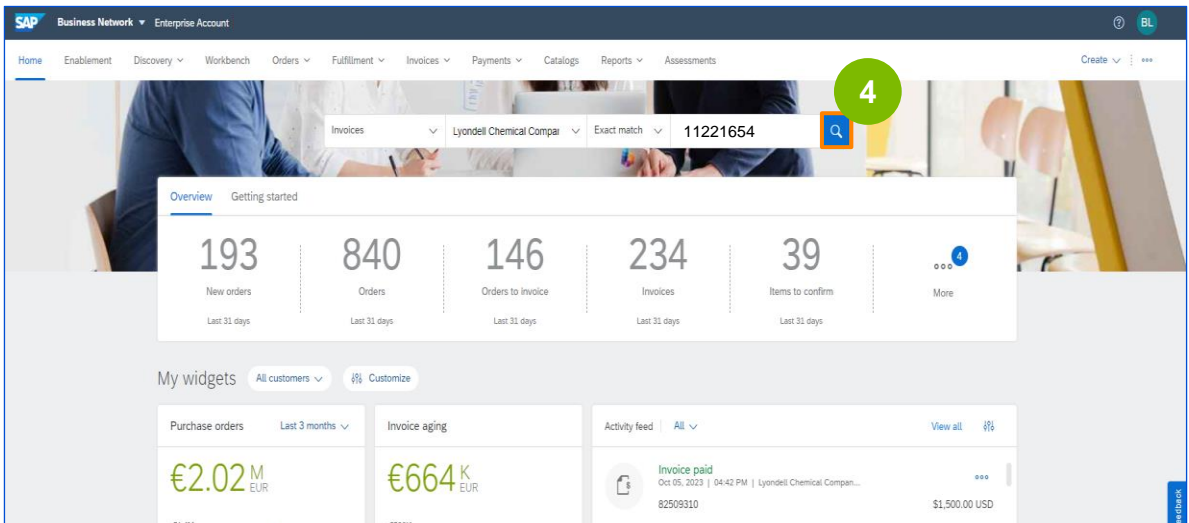


## 发票管理 - 搜索发票

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。

**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

5

**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

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



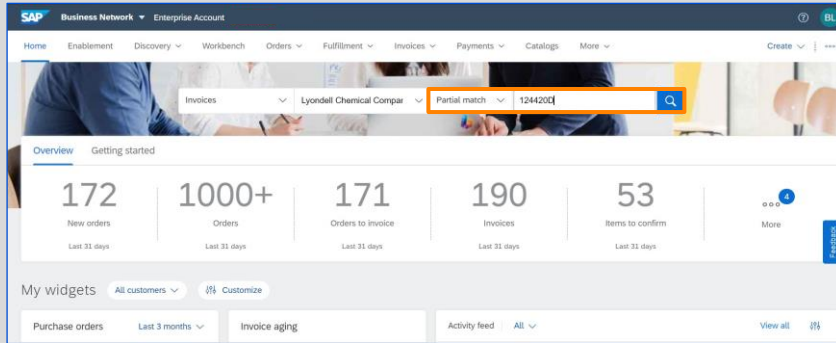
**注意：** 出现所需发票的详细信息。



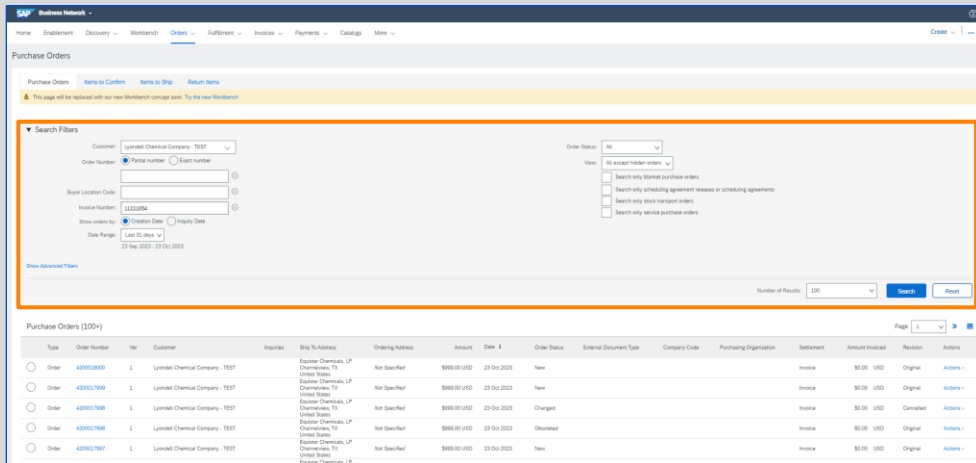
## 发票管理 - 搜索发票



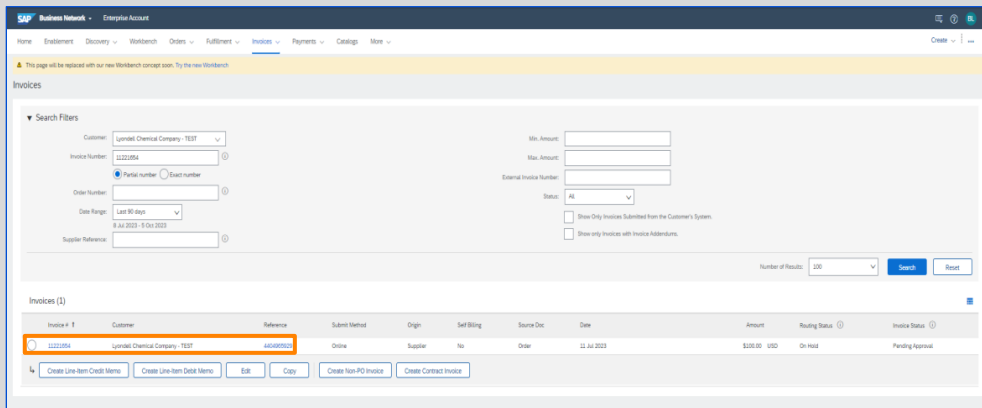
**注意：** 如果不知道准确的发票号码，可以在下拉菜单中选择部分匹配，然后单击搜索。



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。





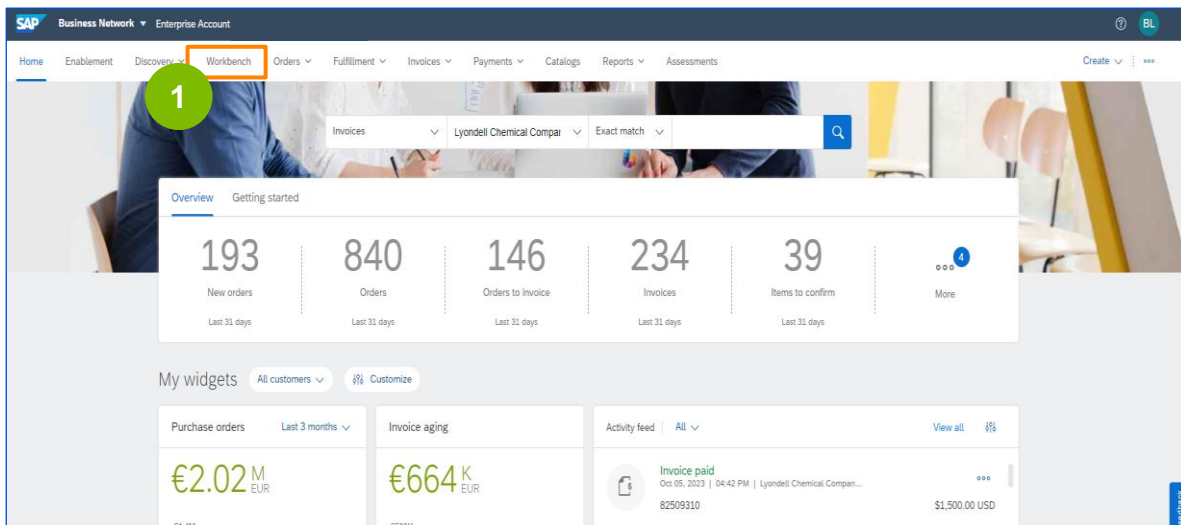
## 发票管理 - 检查发票状态

以下步骤适用于利安德巴赛尔供应商

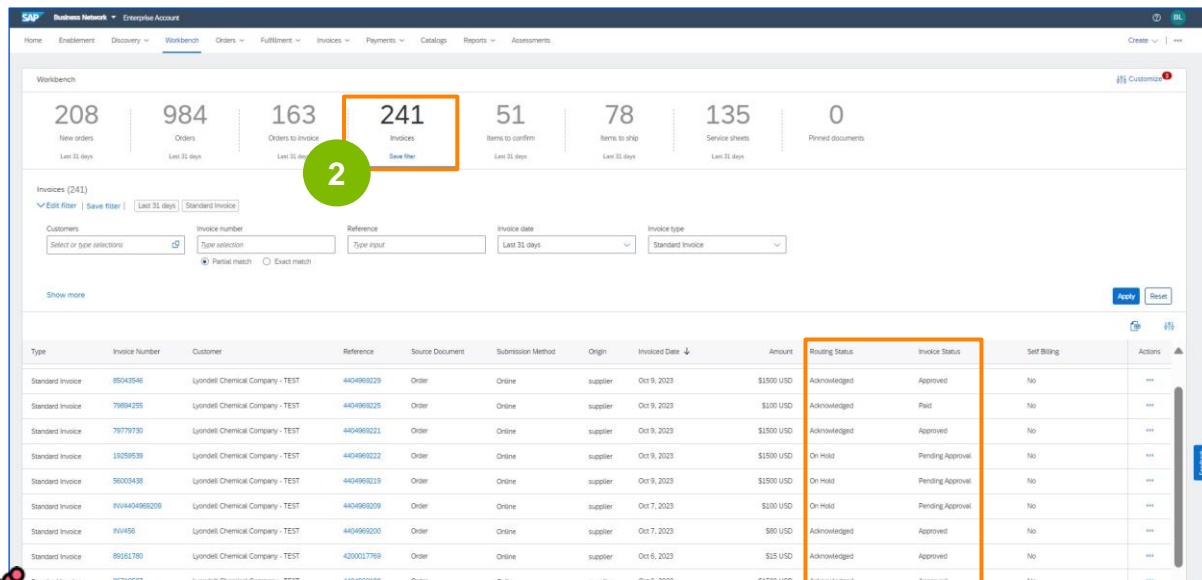


## 发票管理 - 检查发票状态

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





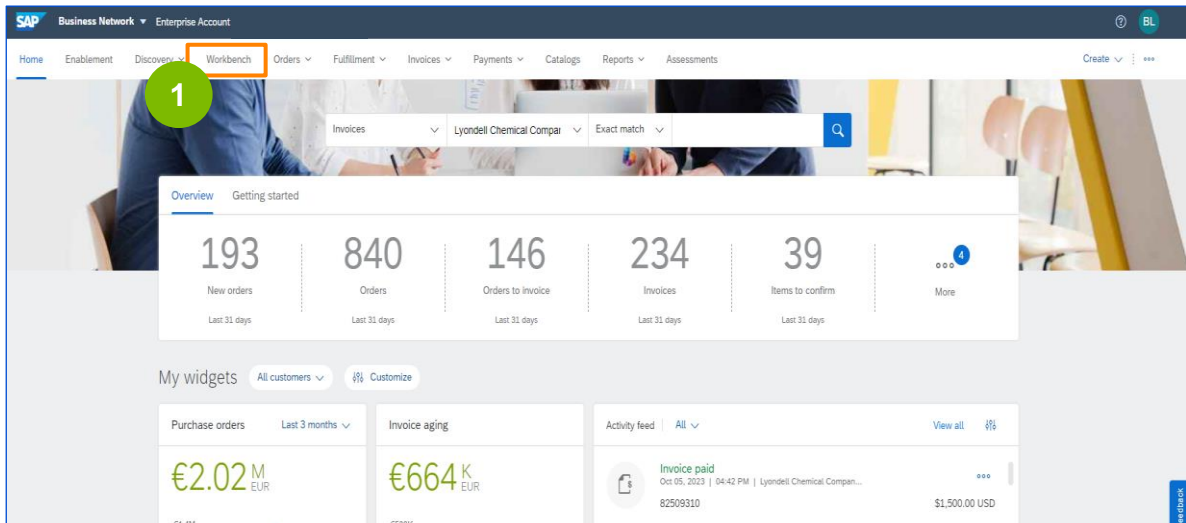
## 发票管理 - 检查付款状态

以下步骤适用于利安德巴赛尔供应商

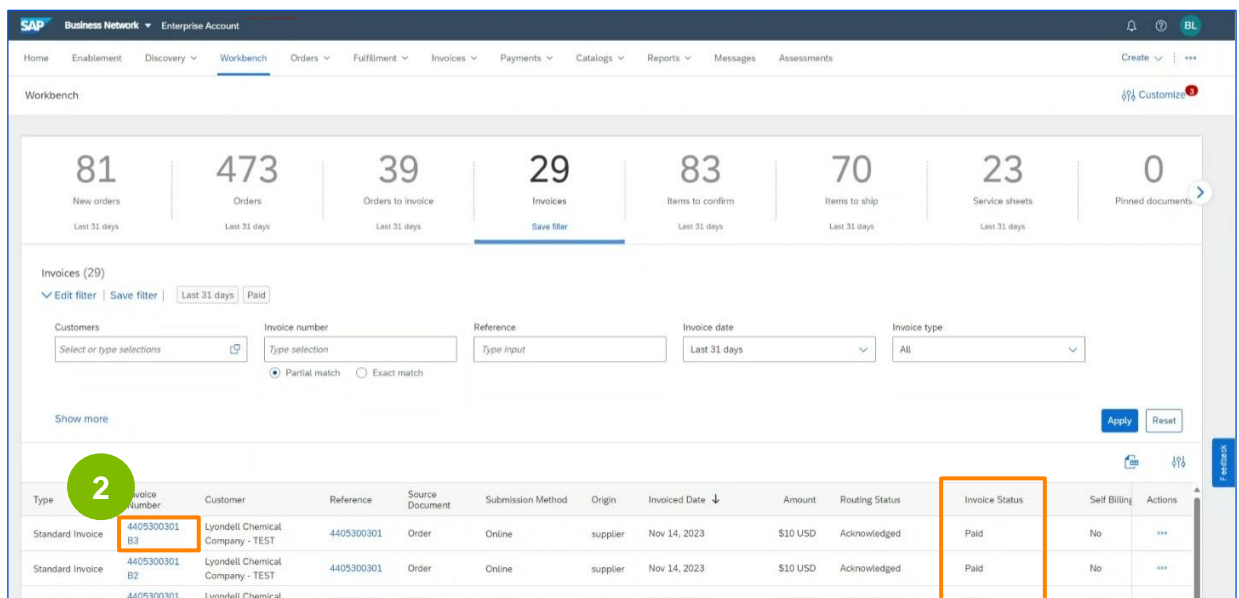


## 发票管理 - 检查付款状态

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 **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  
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 Mocklinev, Suite 700

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

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:  
Net: \$10.00 USD

Copy This Invoice Download PDF Export cXML

5

出现汇款详情。向下滚动查看细列项目，然后单击**完成**退出。

6

Remittance Advice 2.20231114.6900196445 Paid

Print Export XML Download CSV

Detail History

**LYB** LyondellBasell

From: Lyondell Chemical Company - TEST  
31025 - Lyondell Basell LP  
(Direct Payee Details)

To: LYB NW 1 2023 - TEST  
(Direct Payee Details)

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: 690039445  
Related Payment: 2.20231114.690039445  
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:  
Amount Paid: \$30.00 USD

6

**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

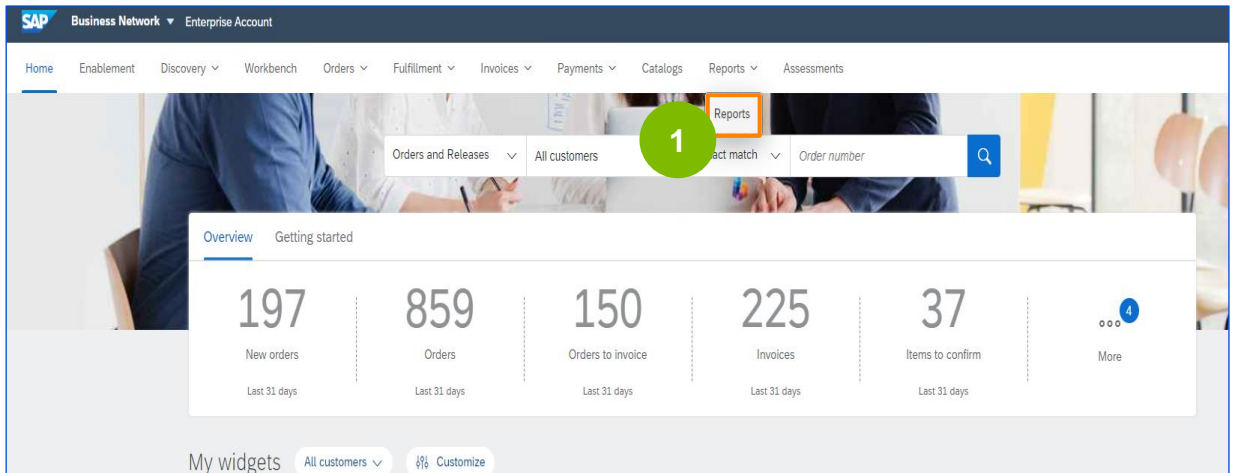
以下步骤适用于利安德巴赛尔供应商



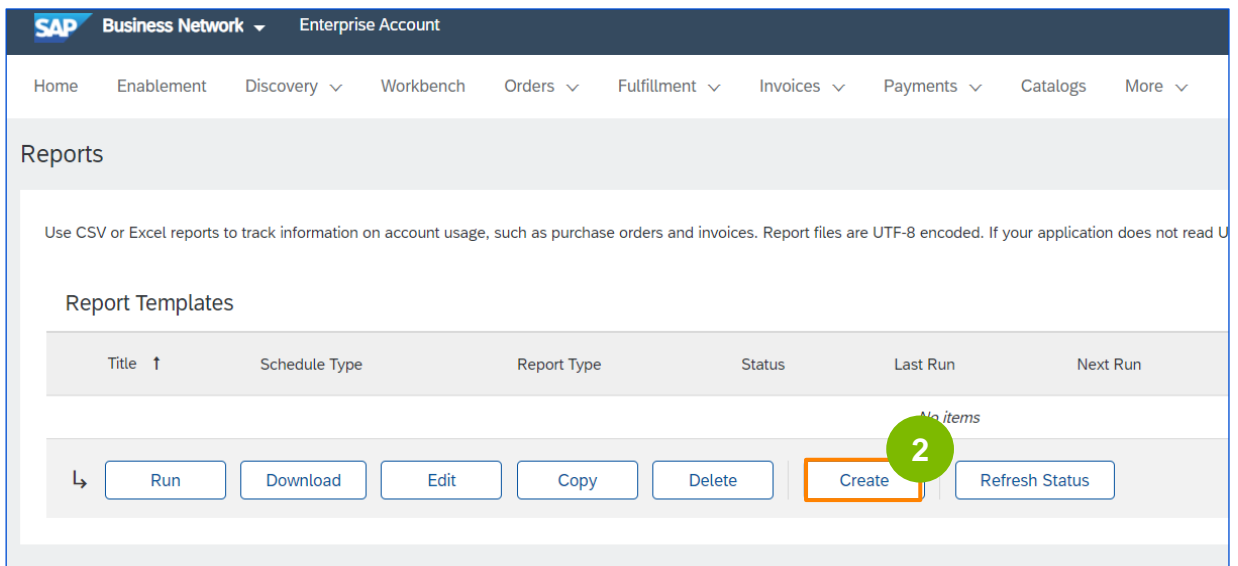


## 发票管理 - 发票报告

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

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



## 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。

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。

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

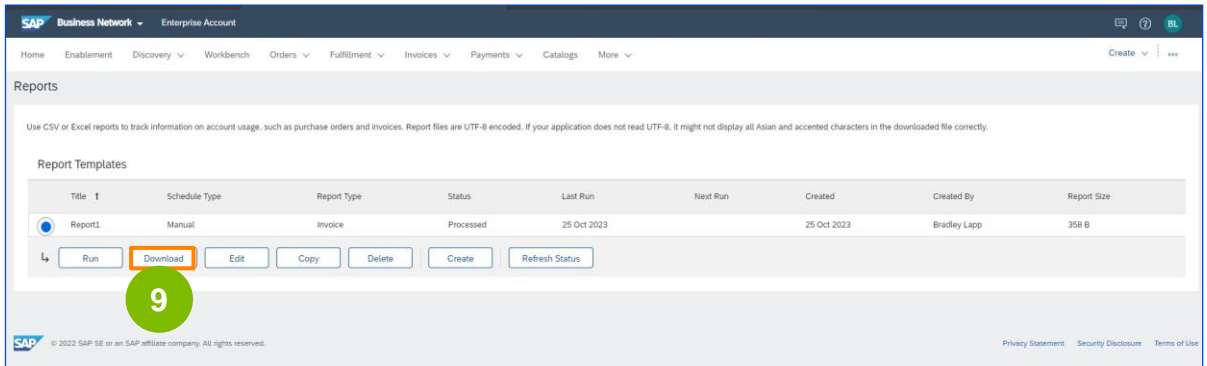
Title ↑	Schedule Type	Report Type	Status	Last Run	Next Run
Early Payment	Manual	Early Payment Detail	Queued		st 2023

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。





## 发票管理 - 发票存档

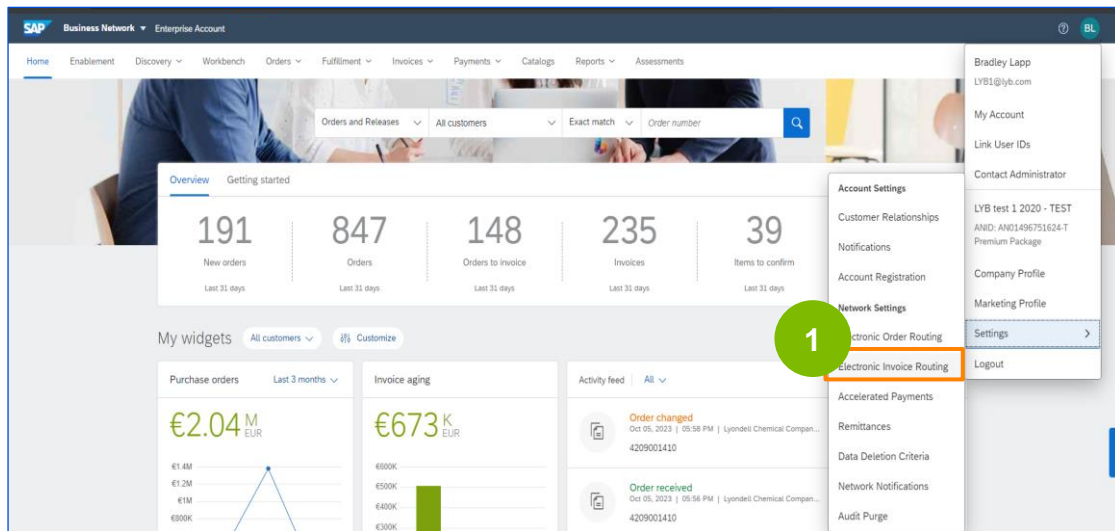
以下步骤适用于利安德巴赛尔供应商



## 发票管理 - 发票档案

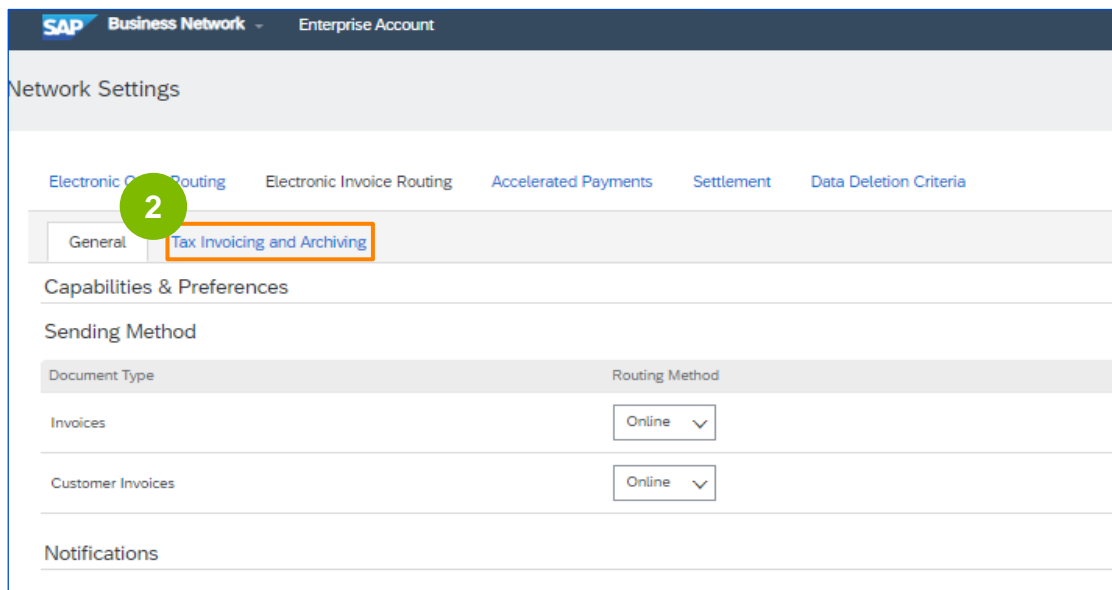
1

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 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: 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 on the **Archive 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 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 on the **Archive Invoices** page.

Twice Daily  
 Daily  
 Weekly  
 Every Two Weeks  
 Monthly

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

Archive Immediately

**4**

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



**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



**Deutsch**



# Leitfaden für Ariba Network Invoice Arbeitshilfe

**Veröffentlicht:** Oktober 2023

**Überarbeitet:** Januar 2025

**Eigentümer:** LyondellBasell 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)**
- **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**.

2

Die Startseite von Ariba Network wird angezeigt. Wählen Sie das **Profilsymbol** > **Einstellungen** > **Kundenbeziehungen**, um die Seite Kontoeinstellungen anzuzeigen.



## 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.
- Require 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



# 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 red circle with the number '1' highlights the 'Create' button, and a red 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 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
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 - Botlek  
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 - Botlek  
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:	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

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

6

a. (nur USA) Wählen Sie **Kopfsteuer und Versand**, indem Sie die entsprechenden Optionsfelder auswählen.

**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

b. (Nicht-US) Wählen Sie **Versand auf Kopfebene**, indem Sie das entsprechende Optionsfeld auswählen. Klicken Sie auf „Zur Kopfzeile hinzufügen“ und wählen Sie „Versandkosten“. Wiederholen Sie diesen Schritt, um „Versandsteuer“ hinzuzufügen.

**Invoice Header**

Summary

Shipping Cost

Shipping Tax

Add to Header





## Rechnungseinreichungsmethoden - Rechnung über PO Flip (Materialien)

7

**Optionaler Schritt:** Sie können auch zusätzliche Informationen in die Kopfzeile der Rechnung einfügen, z. B. Sonderbehandlung, Kommentar, Anlage, Versanddokumente.

8

- Blättern Sie nach unten und überprüfen oder aktualisieren Sie die Menge für jede Position, die Sie in Rechnung stellen.
- Wenn Sie eine Position von der Rechnung ausschließen möchten, klicken Sie auf das grüne Häkchen der betreffenden Position.
- Sie können die Position ausschließen, indem Sie das Kontrollkästchen links daneben anklicken und auf "Löschen" klicken.

8a

Quantity	Unit	Unit Price
10	BX	25.00 EUR

8b

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

8c



**Hinweis:** Die Rechnungsstellung zu ausgeschlossenen Positionen ist zu einem späteren Zeitpunkt möglich



## Rechnungseinreichungsmethoden - Rechnung über PO Flip (Materialien)

9

(nur außerhalb der USA) Klicken Sie auf **Steuerkategorie** und wählen Sie eine Option aus der Dropdown-Liste.

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

**9**

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 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.

10

(nur außerhalb der USA) Wählen Sie die Positionen aus, die Sie einschließen möchten, und klicken Sie auf **Zu eingeschlossenen Zeilen hinzufügen**.

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

**10a**

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 View/Edit Addresses

Shipping Cost

Shipping Amount: 0.00 EUR Shipping Date:

**10b**

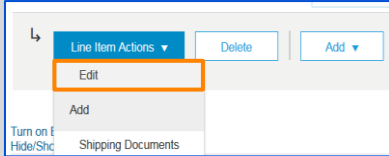


## Invoice Submission Methods – Invoice Via PO Flip (Materials)



### Anmerkungen:

- **Zusätzliche Details** können auf Einzelpostenebene durch Bearbeiten einer Position angezeigt werden.

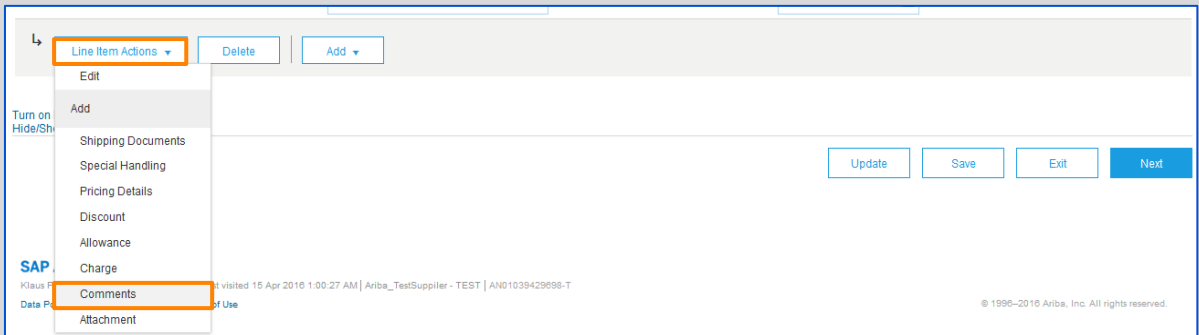


The screenshot shows the 'Line Item Actions' dropdown menu with 'Edit' highlighted. The background shows a table with one line item:

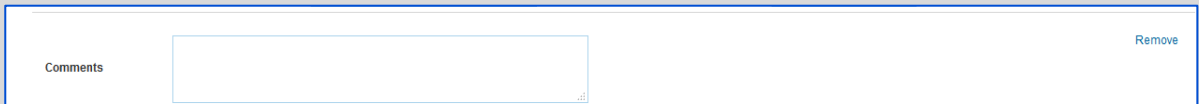
No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	GOODS_01	Copy Paper White, A3, 80gsm (ream 500 sheets)		5	EA	0.50 EUR	2.50 EUR



- Um **Kommentare** zu den Positionen hinzuzufügen, wählen Sie Positionen, klicken Sie auf **Positionsaktionen > Kommentare**.



The screenshot shows the 'Line Item Actions' dropdown menu with 'Comments' highlighted. The background shows the same table as above. At the bottom right, there are buttons for 'Update', 'Save', 'Exit', and 'Next'.



The screenshot shows a text input field labeled 'Comments' with a 'Remove' button to its right.



## Rechnungseinreichungsmethoden - Rechnung über PO Flip (Materialien)

11 Klicken Sie auf **Weiter**, um fortzufahren.

SAP Business Network Enterprise Account

Create Invoice

Update Save **11** Next

Invoice Header

Summary

Purchase Order: 4404969174 Subtotal: \$1,500.00 USD  
Invoice #: 92473297 Total Tax: \$0.00 USD  
Invoice Date: 6 Oct 2023 Amount Due: \$1,500.00 USD  
Service Description: View/Edit Addresses  
Supplier Tax ID:  
Remit To: PO BOX 630803  
CINCINNATI, OH  
United States  
Bill To: Equistar Chemicals LP  
HOUSTON, TX  
United States

12 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

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

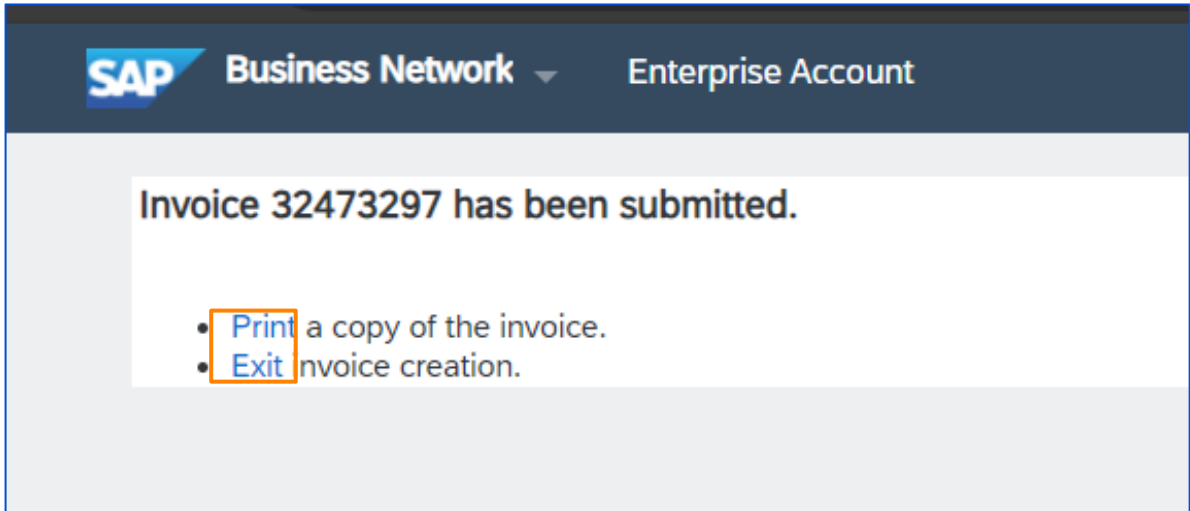
REMIT TO:	BILL TO:	SUPPLIER:
Tresorerie Postal Address: Z 1 16 RUE AMPÈRE BP 40105 95506 GONESSE CEDEX Auvergne-Rhône-Alpes France Remit To ID: BNP Paribas Tax ID of Supplier: 33466885200026	Lyondell Chemie Nederland, BV Postal Address: Delftseplein-27E 3013 AA Rotterdam Netherlands Address ID: 370	Manutan SA Postal Address: Z 1 16 RUE AMPÈRE BP 40105 95506 GONESSE CEDEX Île-de-France France Address ID: Manutan SA



**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), and Bill To (Lyondell Chemical Company). The interface also shows Summary, Tax, Shipping, and Payment Term sections.

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								

5

Add/Update ▾

Add Contract/Catalog Items

Add General Service

Add Labor Service

Add Material

Line Item Actions ▾ Delete



**Hinweis:** Achten Sie darauf, dass Sie nur **Allgemeinen Dienst hinzufügen** 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	<input type="checkbox"/>	Not Available		SERVICE TEST					
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	SERVICE		SERVICE 1A		5	SU	100.00 EUR	500.00 EUR

6

Service Period: Service Start Date:  Service End Date:

Tax

Line Item Actions ▾ Delete

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 (Nicht-US) Klicken Sie auf **Steuerkategorie** und wählen Sie eine entsprechende Steueroption aus der Dropdown-Liste.

- 8 (nicht-US)
- Wählen Sie die Positionen aus, die Sie einbeziehen möchten, und
  - Klicken Sie auf Zu eingeschlossenen **Zeilen hinzufügen**
  - Füllen Sie die erforderlichen Steuerdetails aus (Kategorie, Beschreibung, Satz usw.)

Wenn alle Rechnungsdetails ausgefüllt sind, können Sie auf **Weiter** klicken, um fortzufahren.



**Hinweis:** Sie können andere Steuerkategorien, -sätze und -beschreibungen in der Dropdown-Liste "**Steuer konfigurieren**" konfigurieren.



## Rechnungseinreichungsmethoden - Rechnung über PO Flip (Dienstleistungen)

9

Aktualisieren oder ändern Sie die Felder **Service Start Date** und **Service End Date**. Klicken Sie auf **Weiter**, um fortzufahren.

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					
3	<input checked="" type="checkbox"/>	SERVICE		TEST 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**

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.

Invoice Number: 480333  
 Invoice Date: Thursday 7 Dec 2023 8:08 AM GMT-08:00  
 Original Purchase Order: 448590900

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

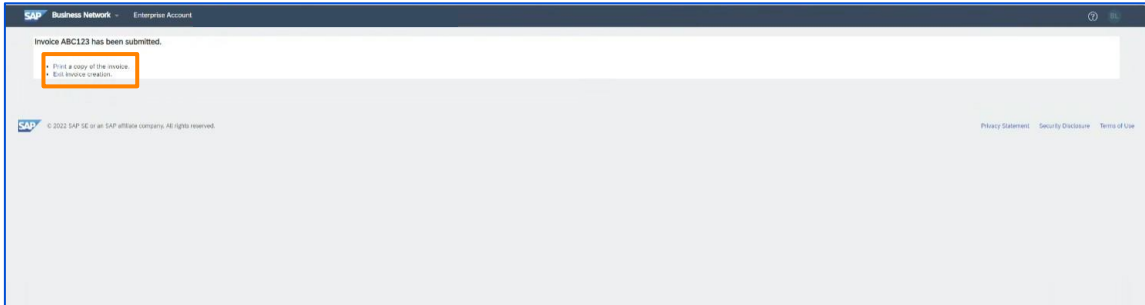
Buttons: Previous, Save, **Next**, Exit



**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)



**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 - Gutschrift (Kopfebene)

Die folgenden Schritte gelten für LyondellBasell-Lieferanten

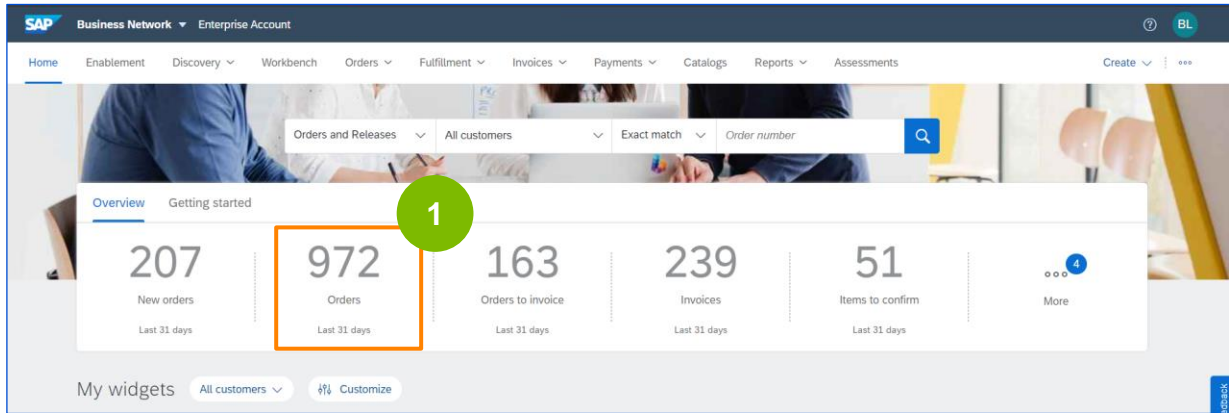


**Hinweis:** Gutschriften auf Kopfebene werden nur in bestimmten Ländern unterstützt.

## Rechnungseinreichungsmethoden - Gutschrift (Kopfebene)

1

Wählen Sie auf dem Ariba Network-Startbildschirm die Registerkarte Bestellungen, um eine Liste der Bestellungen anzuzeigen.



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

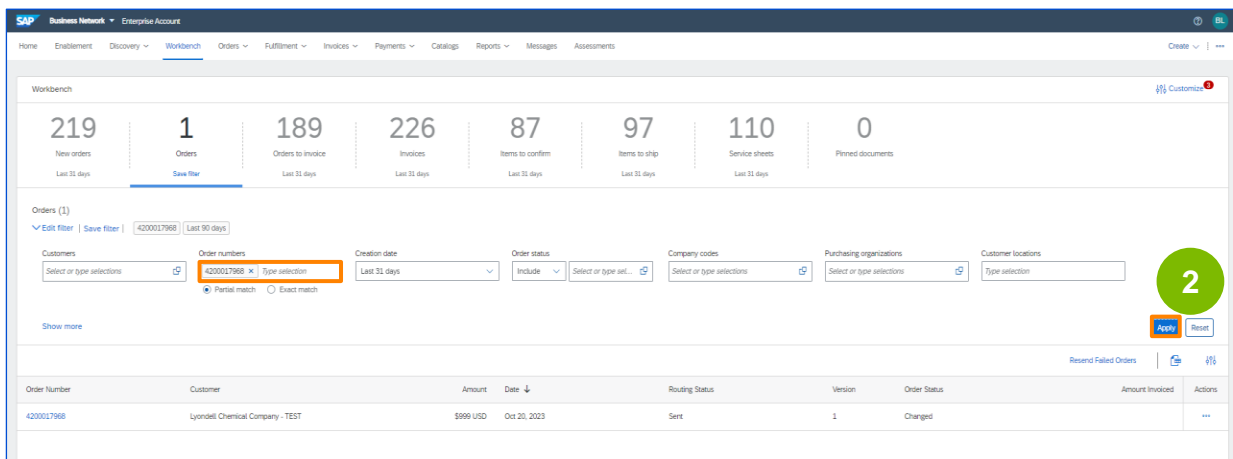
51 Items to confirm Last 31 days

My widgets All customers Customize

 **Hinweis:** Sie können die Liste der Bestellungen auch unter **Workbench > Bestellungen** einsehen.

2

Die Seite Bestellung wird angezeigt. Suchen Sie die gewünschte Bestellung, die gutgeschrieben werden muss, indem Sie die **Bestellnummer** in das Feld Bestellnummern eingeben und auf **Übernehmen** klicken.



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 Pinned documents

Orders (1)

Customers Order numbers Creation date Order status Company codes Purchasing organizations Customer locations

4200017968

Order Number	Customer	Amount	Date	Routing Status	Version	Order Status	Amount Invoiced	Actions
4200017968	Lyonell Chemical Company - TEST	\$999 USD	Oct 20, 2023	Set	1	Changed		...



## Rechnungseinreichungsmethoden - Gutschrift (Kopfebene)

3

Die gewünschte Bestellung wird angezeigt. Klicken Sie auf die Schaltfläche Ellipsis (...) > **Gutschrift erstellen** für die gewünschte Bestellung, für die Sie eine Gutschrift erstellen möchten.

4

Füllen Sie die Informationen in Form einer Gutschrift aus (der Betrag und die Steuern müssen negativ sein). Achten Sie darauf, dass alle Pflichtfelder (mit Sternchen \* gekennzeichnet) ausgefüllt sind.

Next
Exit

---

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

## Rechnungseinreichungsmethoden - Gutschrift (Kopfebene)

5 Klicken Sie auf **Weiter**, um fortzufahren.

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 Überprüfen Sie die Gutschrift und klicken Sie auf die **Schaltfläche Senden**, um die Rechnung einzureichen.

**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**



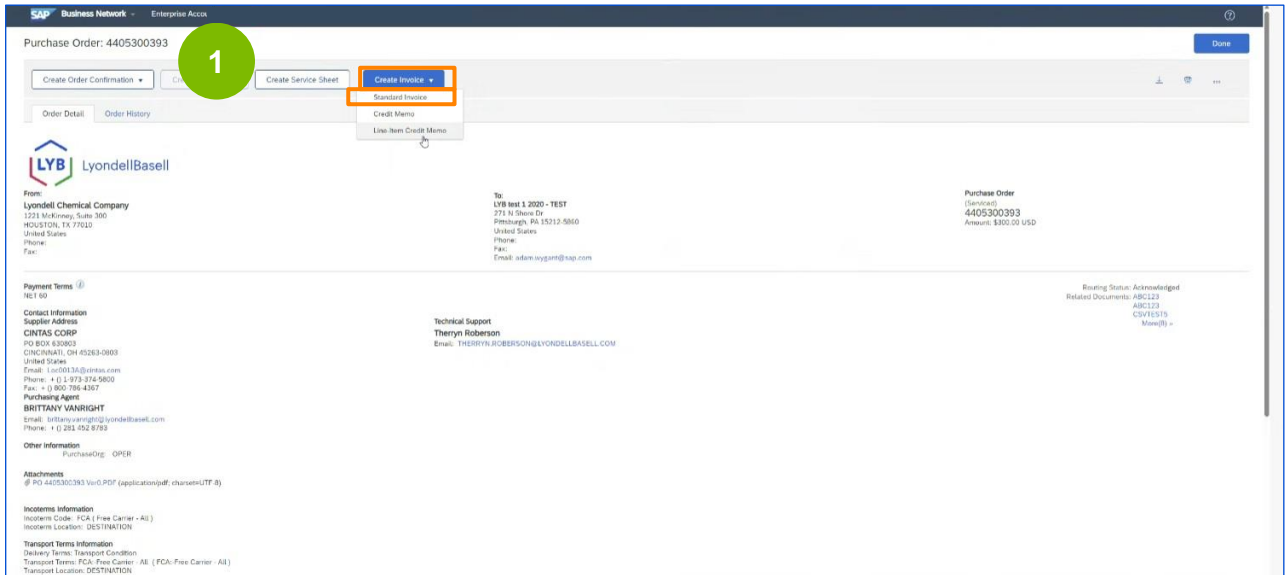


## Rechnungseinreichungsmethoden - Gutschrift (Zeilenebene)

Die folgenden Schritte gelten für **LyondellBasell-Lieferanten**

## Rechnungseinreichungsmethoden - Gutschrift (Zeilenebene)

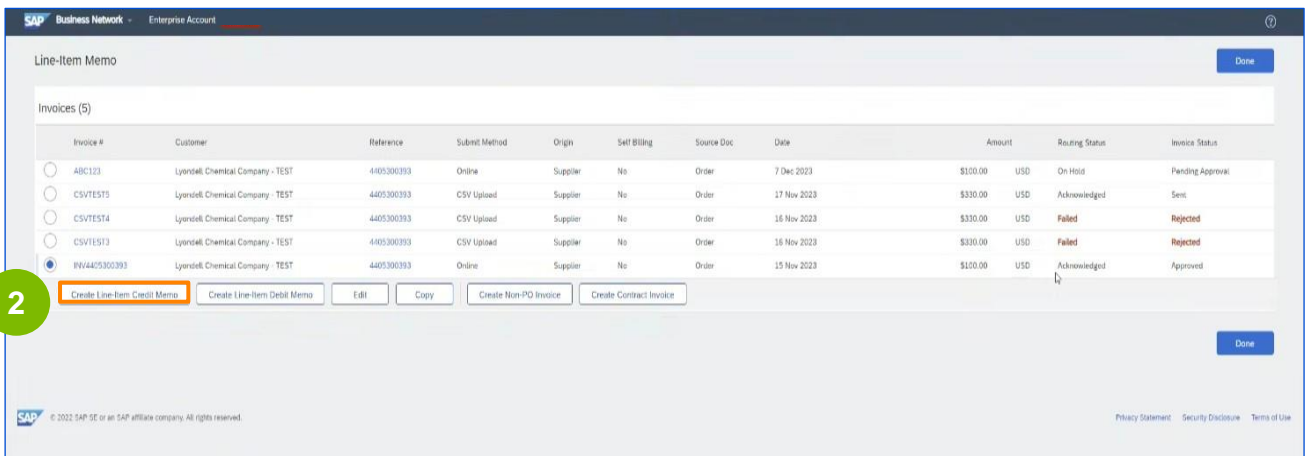
- 1 Wählen Sie in der gewünschten Bestellung **Rechnung erstellen** > **Einzelpostengutschrift**, um eine Gutschrift auf Zeilenebene zu erstellen.



The screenshot shows the SAP Business Network interface for a purchase order (4405300393). A green circle with the number '1' highlights the 'Create Invoice' button in the top navigation bar. A dropdown menu is open, showing options: 'Standard Invoice', 'Credit Memo', and 'Line-Item Credit Memo'. The 'Line-Item Credit Memo' option is highlighted with a mouse cursor. Below the navigation bar, the order details for LyondellBasell are visible, including contact information for CINTAS CORP and BRITANNY VANRIGHT.

Die Seite **Einzelposten-Memo** wird angezeigt.

- 2 Wählen Sie die gewünschte Rechnung aus und klicken Sie auf **Einzelpostengutschrift erstellen**, um fortzufahren.



The screenshot shows the 'Line-Item Memo' page in SAP Business Network. A table lists five invoices. The first row is selected. Below the table, a green circle with the number '2' highlights the 'Create Line-Item Credit Memo' button. Other buttons include 'Create Line-Item Debit Memo', 'Edit', 'Copy', 'Create Non-PO Invoice', and 'Create Contract Invoice'.

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	\$120.00 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
CSV1E573	Lyondell Chemical Company - TEST	4405300393	CSV Upload	Supplier	No	Order	16 Nov 2023	\$330.00 USD	Failed	Rejected
INV445300393	Lyondell Chemical Company - TEST	4405300393	Online	Supplier	No	Order	15 Nov 2023	\$120.00 USD	Acknowledged	Approved



## 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 830803

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.

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 8:23:14A GMT 06:00	Base Tax: \$0.00 USD
Original Invoice Number: INV4405300393	Amount Due: \$-100.00 USD
Original Invoice Date: Wednesday 15 Nov 2023 2:14 PM GMT-08:00	
Original Purchase Order: 4405300393	
Has Price Adjustment: Yes	

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

**SERVICE PERIOD**

<b>REMIT TO:</b> Date Invoice: Postal Address: PO BOX 430003	<b>BILL TO:</b> Lyondell Chemical Company Postal Address: 1223 McKinney, Suite 300	<b>SUPPLIER:</b> LYB test 1 2020 - TEST Postal Address: 271 N Shore Dr
<b>BILL FROM:</b> LYB test 1 2020 - TEST Postal Address: 271 N Shore Dr	<b>CUSTOMER:</b> Lyondell Chemical Company Postal Address: 1223 McKinney, Suite 300	<b>WIRE PAYMENT TO BANK:</b> FIFTH THIRD BANK Account Name: CREDIT CORPORATION Account Type: Checking

**SHIPPING INFORMATION:**

<b>SHIP FROM:</b> LYB test 1 2020 - TEST Postal Address:	<b>SHIP TO:</b> 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

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 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 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 KPI 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 this is the 'Invoices (232)' section with filters for Customers, Invoice number, Reference, Invoice date, and Invoice type. 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, with the number '3' in a green circle highlighting 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 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 SAP Ariba 'Invoice: Copy of 17415872' form. 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 currently empty, and the 'Invoice #' field is highlighted with a green circle containing the number '4'.

**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

Next Update Save Exit

\* Indicates required field Add to Header

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: 11 Oct 2023  
End Date: 31 Oct 2023

<b>REMIT TO:</b> Jon Doe Postal Address:	<b>BILL TO:</b> Channelview Equistar Postal Address: 8281 Sheldon Road Channelview, TX 77530-2963 United States Address ID: CHO Phone (work): +1 (281) 4528888	<b>SUPPLIER:</b> LYB test 1 2020 - TEST
<b>BILL FROM:</b> LYB test 1 2020 - TEST Postal Address:	<b>CUSTOMER:</b> Channelview Equistar Postal Address: 8281 Sheldon Road Channelview, TX 77530-2963 United States Address ID: CHO	<b>WIRE PAYMENT TO BANK:</b> FIFTH THIRD BANK Account Name: Account Type: Branch Name: Account ID: 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 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 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 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 input field contains the number '11221654'. A green circle with the number '3' is placed over the search bar. Below the search bar, there is a dashboard with several widgets. The first widget shows 'Overview' with 'Getting started' and five cards: '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).

4 Klicken Sie auf die Schaltfläche **Suchen**, um die Suchergebnisse anzuzeigen.

This screenshot is identical to the previous one, but with a green circle containing the number '4' highlighting the search button (magnifying glass icon) located to the right of the search input field.



## Rechnungsmanagement - Suche nach einer Rechnung

5

Die gewünschte Rechnung wird angezeigt. Wählen Sie die Rechnungsnummer, um Details anzuzeigen.

**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
11221654	Lyondell Chemical Company - TEST	4404965929	Online	Supplier	No	Order	11 Jul 2023	\$100.00 USD	On Hold	Pending Approval

**5**

**Invoice: 11221654**

Copy This Invoice Print Download PDF Export cXML

**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



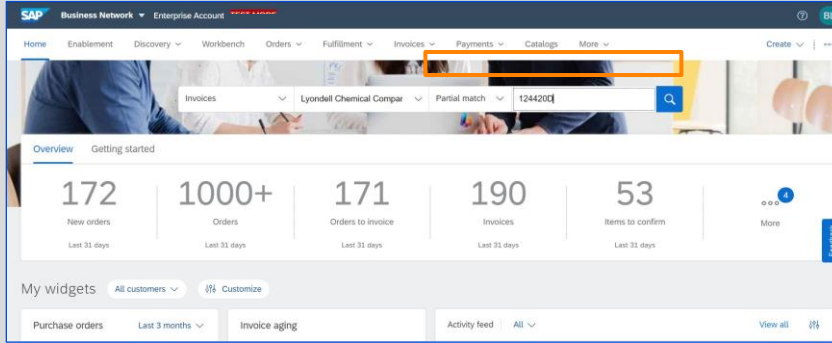
**Hinweis:** Die Details der gewünschten Rechnung werden angezeigt.



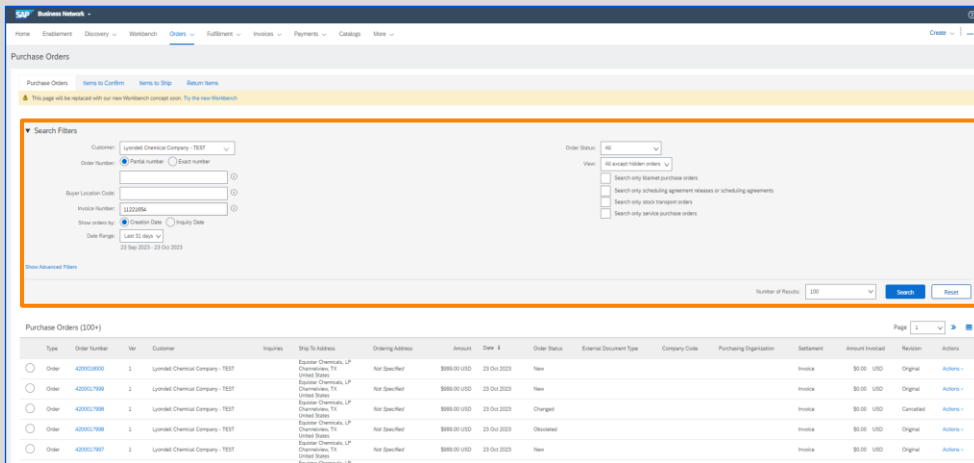
## Rechnungsmanagement - Suche nach einer Rechnung



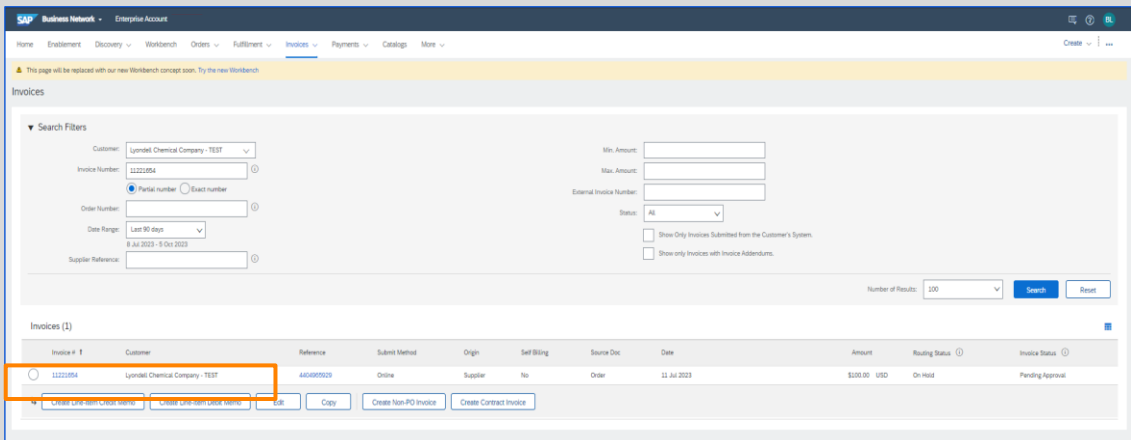
**Hinweis:** Wenn Sie die genaue Rechnungsnummer nicht kennen, können Sie im Dropdown-Menü eine teilweise Übereinstimmung auswählen und auf Suchen klicken.



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**

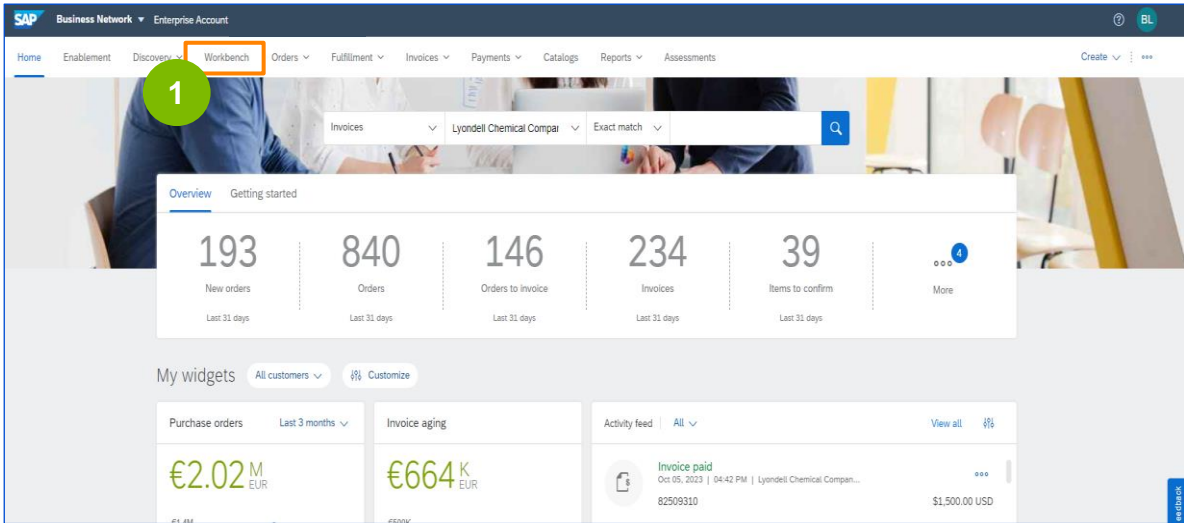
Die folgenden Schritte gelten für **LyondellBasell-Lieferanten**



## Invoice Management - Rechnungsstatus prüfen

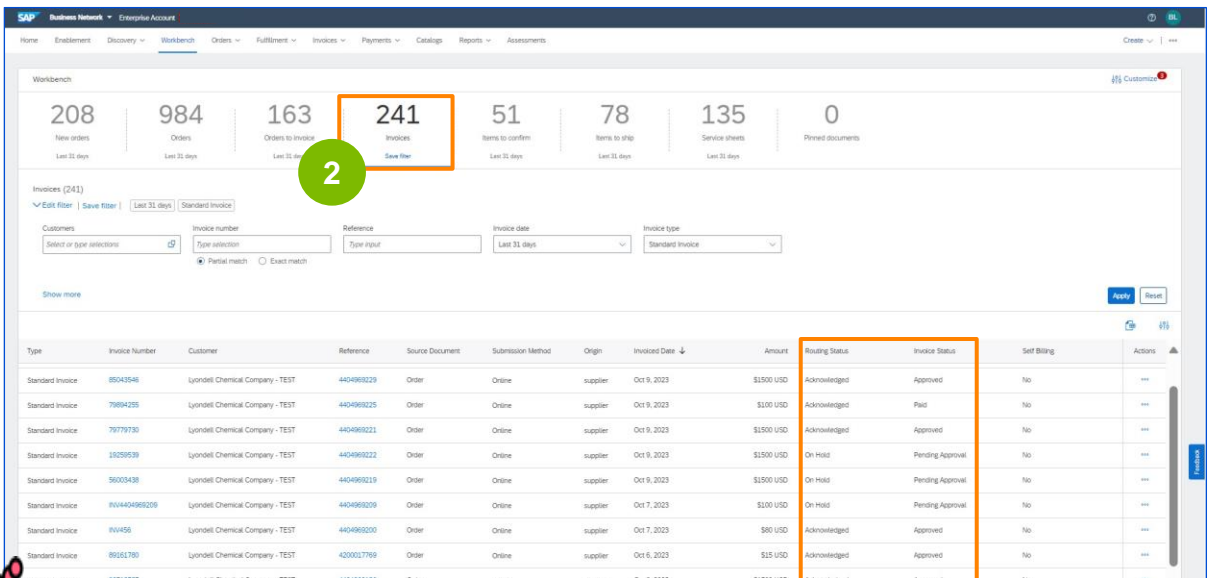
1

Wählen Sie auf der Ariba Network-Startseite die Registerkarte **Workbench**, um eine Liste der Rechnungen anzuzeigen.



2

Die Registerkarte **Workbench** wird angezeigt. Wählen Sie **Rechnungen**, um eine Liste der Rechnungen mit ihrem **Routing** und **Rechnungsstatus** anzuzeigen.



**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

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

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

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

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	...



## 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: Checknet

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 Sched **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

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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.

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  
Net: \$10.00 USD

5

6

Die Überweisungsdetails werden angezeigt. Blättern Sie nach unten, um die Einzelposten anzuzeigen, und klicken Sie zum Beenden auf **Fertig**.

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



**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.20231114.690019644	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.

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

Die Seite Rechnungsverlauf zeigt Verlauf und Statuskommentare zur Rechnung. Überprüfen Sie die Details und klicken Sie zum Verlassen auf **Fertig**.

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 6:57:26 PM
	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
		Supplier	20 Sep 2023 7:02:56 PM
	The invoice status has been successfully updated to Approved by Lyondell Chemical Company - TEST.	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

Copy This Invoice Download PDF Export cXML

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.

The screenshot shows the SAP Ariba Business Network dashboard. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Assessments'. The 'Reports' menu item is highlighted with a green circle and the number 1. Below the navigation bar, there are several data cards showing metrics like 'New orders', 'Orders', 'Orders to invoice', 'Invoices', and 'Items to confirm'. A search bar is visible above the cards.

- 2 Die Seite Berichte wird angezeigt. Klicken Sie auf **Erstellen**, um einen neuen Bericht zu erstellen.

The screenshot shows the SAP Ariba Reports page. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'More'. The 'Reports' section is active. Below the navigation bar, there is a section for 'Report Templates' with a table. The table has columns for 'Title', 'Schedule Type', 'Report Type', 'Status', 'Last Run', and 'Next Run'. Below the table, there are buttons for 'Run', 'Download', 'Edit', 'Copy', 'Delete', 'Create', and 'Refresh Status'. The 'Create' button is highlighted with a green circle and the number 2.



**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: (empty)

Invoice Amount: (empty) to (empty)

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

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

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 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 interface also includes a navigation menu at the top and a footer with SAP copyright information and links to Privacy Statement, Security Disclosure, and Terms of Use.

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



# 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.

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 a dashboard with five key metrics: 191 New orders, 847 Orders, 148 Orders to invoice, 235 Invoices, and 39 Items to confirm. Below the dashboard are widgets for Purchase orders (€2.04M), Invoice aging (€673K), and an Activity feed. On the right side, a user profile for Bradley Lapp is visible, and a settings menu is open, showing options like Account Settings, Network Settings, and Electronic Invoice Routing, which is highlighted with a green circle and the number '1'.

2

Die Seite Netzwerkeinstellungen wird angezeigt. Wählen Sie die Registerkarte **Steuerfakturierung und Archivierung**.

The screenshot shows the SAP Business Network Network Settings page. The page title is 'Network Settings'. Below the title, there are several tabs: Electronic Order Routing, Electronic Invoice Routing, Accelerated Payments, Settlement, and Data Deletion Criteria. The 'Electronic Invoice Routing' tab is selected, and within it, the 'Tax Invoicing and Archiving' sub-tab is highlighted with a red box and a green circle with the number '2'. Below the tabs, there are sections for 'Capabilities & Preferences', 'Sending Method', and 'Notifications'. The 'Sending Method' section shows two rows: 'Invoices' and 'Customer Invoices', both with a 'Routing Method' dropdown set to 'Online'.



**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

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 : 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

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 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



# English



# Ariba Network Supplier Invoicing Guide LyondellBasell Job Aid

**Published:** October 2023

**Revised:** January 2025

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



## 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 - 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 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 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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## 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 menu.

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)**

**Summary**

Purchase Order: 4404969237	Subtotal: \$15.00 USD
Invoice #:	Total Tax: \$0.75 USD
Invoice Date: 9 Oct 2023	Total Shipping: \$0.00 USD
	Amount Due: \$15.75 USD

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

4

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

**Summary**

Purchase Order: 4404969237	Subtotal: \$15.00 USD
Invoice #: 67875234	Total Tax: \$0.75 USD
Invoice Date: 9 Oct 2023	Total Shipping: \$0.00 USD
	Amount Due: \$15.75 USD

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



**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.

6

a. (US only) Select **Header Tax and Shipping** by selecting the appropriate radio buttons.

b. (non-US) Select **Header level Shipping** by selecting the appropriate radio button. Click **'Add to Header'** and choose **'Shipping Cost'**. Repeat this step to add **'Shipping Tax'**.



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

7

**Optional Step:** You can also add 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)

9 (non-US only) Click **Tax Category** and select option from dropdown.

Insert Line Item Options

Tax Category: 20% VAT / Standard 20%  Shipping Documents  Special Handling  Discount [Add to Included Lines](#)

No.	Include	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	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:** You can configure other Tax categories, rates and descriptions in the '**Configure Tax**' from the dropdown.

10 (non-US only) Select line items you want to include then click **Add to Included Lines**.

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

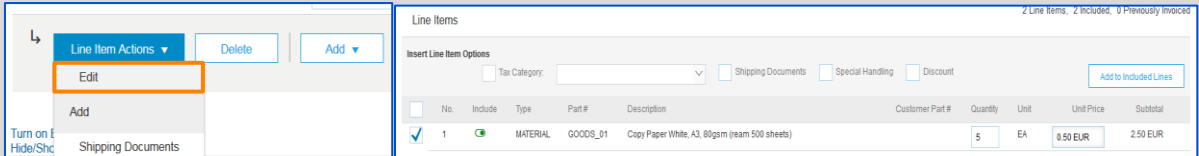
Shipping Amount: 0.00 EUR  
Shipping Date:

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



### Notes:

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

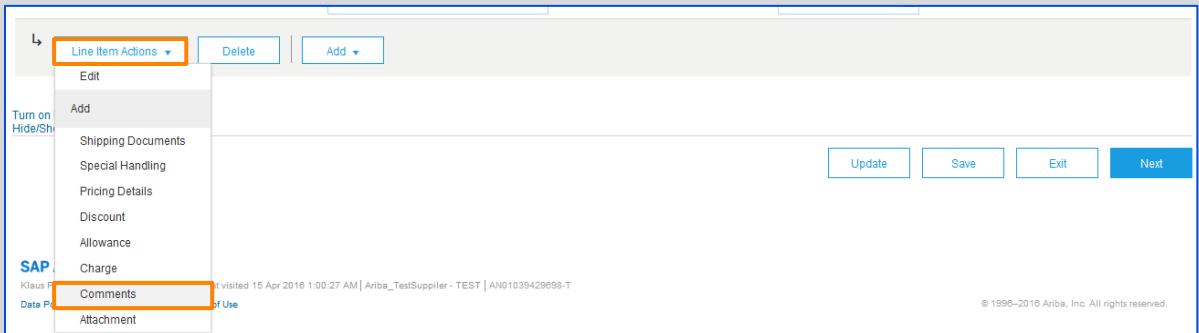


The screenshot shows the SAP Line Items interface. On the left, the 'Line Item Actions' dropdown menu is open, with 'Edit' highlighted. The main area displays a table with one line item:

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

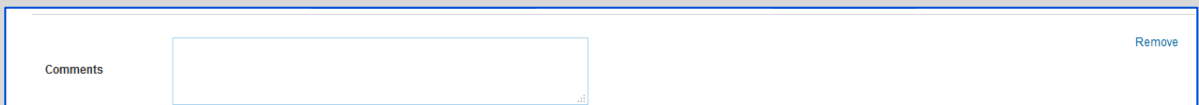


- To add comments at the line items, select Line Items, click **Line Item Actions > Comments**.



The screenshot shows the SAP Line Item Actions dropdown menu open, with 'Comments' highlighted. The menu options are:

- Edit
- Add
- Shipping Documents
- Special Handling
- Pricing Details
- Discount
- Allowance
- Charge
- Comments
- Attachment



The screenshot shows the SAP Comments input field. It consists of a text area labeled 'Comments' and a 'Remove' button.



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

11 Click **Next** to proceed.

SAP Business Network Enterprise Account

Create Invoice

Update Save **11** Next

Invoice 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

Service Description:

Supplier Tax ID:

Remit To: PO BOX 630803

CINCINNATI, OH  
United States

Bill To: Equistar Chemicals LP

HOUSTON, TX  
United States

12 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 **12** Submit

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

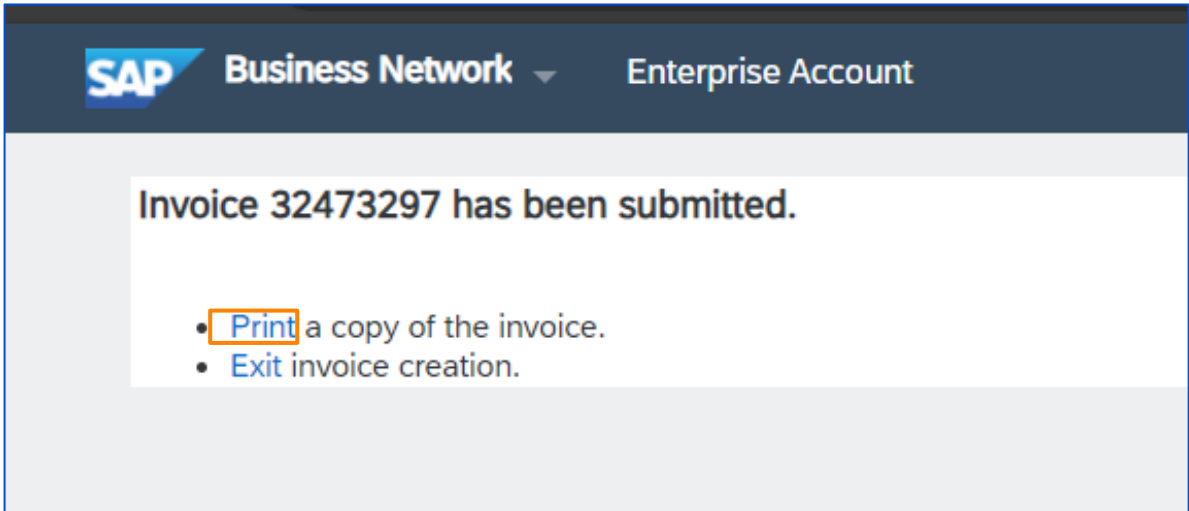
REMIT TO:	BILL TO:	SUPPLIER:
Jon Doe Postal Address: PO BOX 630803 CINCINNATI, OH 45263-0803 United States	Equistar Chemicals LP Postal Address: 1221 McKinney, Suite 300 HOUSTON, TX 77010 United States Address ID: LYO	LYB test 1 2020 - TEST Postal Address: 271 N Shore Dr Pittsburgh, PA 15212-5860 United 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 top navigation bar includes Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, and Assessments. A search bar is present with filters for Orders and Releases, All customers, Exact match, and Order number. The main dashboard displays several key metrics: 203 New orders (Last 31 days), 892 Orders (Last 31 days), 160 Orders to invoice (Last 31 days), 232 Invoices (Last 31 days), and 38 Items to confirm (Last 31 days). A 'My widgets' section at the bottom shows Purchase orders (Last 3 months) and Invoice aging. A green circle with the number '1' highlights the 'Create' button in the top right corner, and an orange box highlights the 'PO Invoice' option in the dropdown menu.

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 top navigation bar includes Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, Reports, Messages, and Assessments. The main dashboard displays several key metrics: 1000+ Orders (Last 31 days), 87 Items to confirm (Last 31 days), 97 Items to ship (Last 31 days), 0 Return items (Last 31 days), 219 New orders (Last 31 days), 393 Changed orders (Last 31 days), 1 Orders to invoice (Last 31 days), and 429 Orders with service line (Last 31 days). Below the metrics, there are filters for Orders to invoice (1), including Edit filter, 4404969237, and Last 90 days. The filters include Customers, Order numbers, Creation date, Order status, Company codes, Purchasing organizations, and Customer locations. A table below shows the following data:

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

A green circle with the number '2' highlights the 'Standard Invoice' option in the actions menu for the selected order, and an orange box highlights the ellipsis button in the bottom right corner of the table row.





## 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'. The screen displays the following information:

- Invoice Header:** Summary, Invoice # (INV449300393), Invoice Date (7 Dec 2023), Subtotal (\$0.00 USD), Total Tax (\$0.00 USD), Amount Due (\$0.00 USD).
- Supplier Information:** Supplier Tax ID, Remit To (PO BOX 630803), CHICKWAT, OH, United States, Bill To (Lyondell Chemical Company), HOUSTON, TX, United States.
- Tax:** Header level tax (unselected), Line level tax (selected).
- Shipping:** Header level shipping (selected), Line level shipping (unselected). Ship From: LYB test 1 2020 - TEST, Pittsburgh, PA, United States. Ship To: Lyondell Chemical Company, Houston, TX, United States. Deliver To: Lyondell Chemical Company, Houston, TX, United States.
- Payment Term:** Net Terms(days): 60, Add Discount/Penalty 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, which are set to '7 Dec 2023' and '7 Dec 2025' respectively. The screen displays the following information:

- 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), Field Contractor (Name, Email, Phone: USA 1), Field Engineer (Name, Email, Phone: USA 1), Approver (Name).



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

- 5 For Purchase Orders without a specified Service Select the checkbox next to the desired invoice and click **Add/Update** > **Add General Service** to add service details.

The screenshot shows the SAP Ariba interface for adding a service to a purchase order. The 'Line Items' table has one row with 'TEST SERVICE' selected. The 'Add/Update' menu is open, and the 'Add General Service' option is highlighted. A green circle with the number '5' is placed over the 'Add General Service' option.

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 SAP Ariba interface for adding a service to a purchase order. The 'Line Items' table has one row with 'TEST SERVICE' selected. The 'Add/Update' menu is open, and the 'Add General Service' option is highlighted. A green circle with the number '6' is placed over the 'Add General Service' option. The 'Description', 'Quantity', 'Unit', and 'Unit Price' fields are highlighted in orange.

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)

- 7 (non-US) Click **Tax Category** and select an appropriate Tax option from the dropdown.

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

- 8 (non-US)
- Select line items you want to include then
  - Click **Add to Included Lines**
  - Fill-out the required Tax details (Category, Description, Rate, etc)

Line Items

Insert Line Item Options

Tax Category: 19% VAT / Standard Rate  Discount

Include  Not Available

Service Period: Service Start Date: Service End Date:

Tax

Category: 19% VAT / Standard Rate

Location:

Description: Standard Rate

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: 500.00 EUR

Tax Rate Type:

Rate(%): 19

Tax Amount: 95.00 EUR

Exempt Detail: (no value)

Date Of Supply: 5 Aug 2024

Triangular Transaction

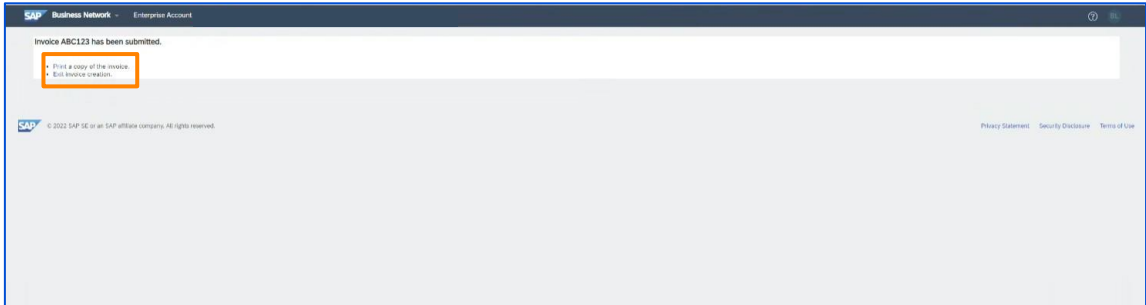


**Note:** You can configure other Tax categories, rates and descriptions in the **'Configure Tax'** from the dropdown.





## 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 – Credit Memo (Header Level)

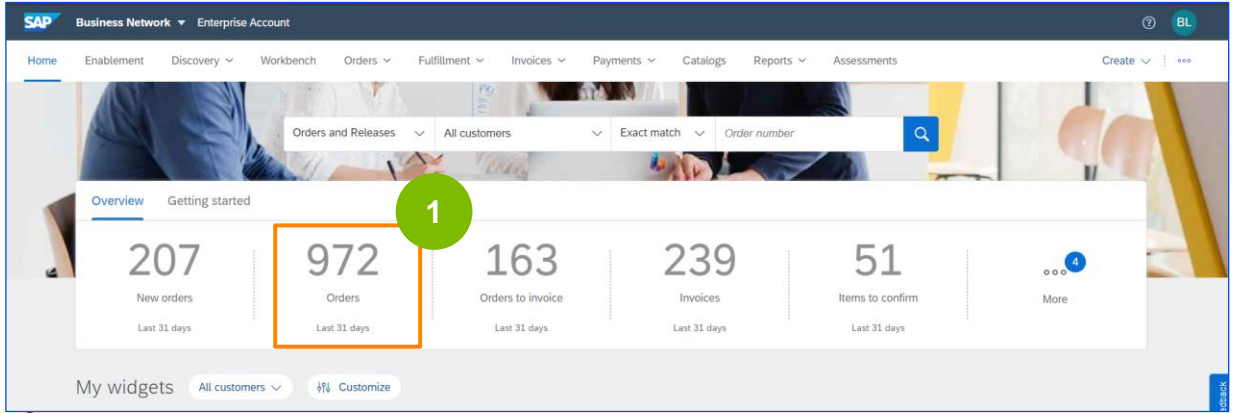
The following steps are for **LyondellBasell Suppliers**



**Note:** Header Level credit notes are only supported in certain countries

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

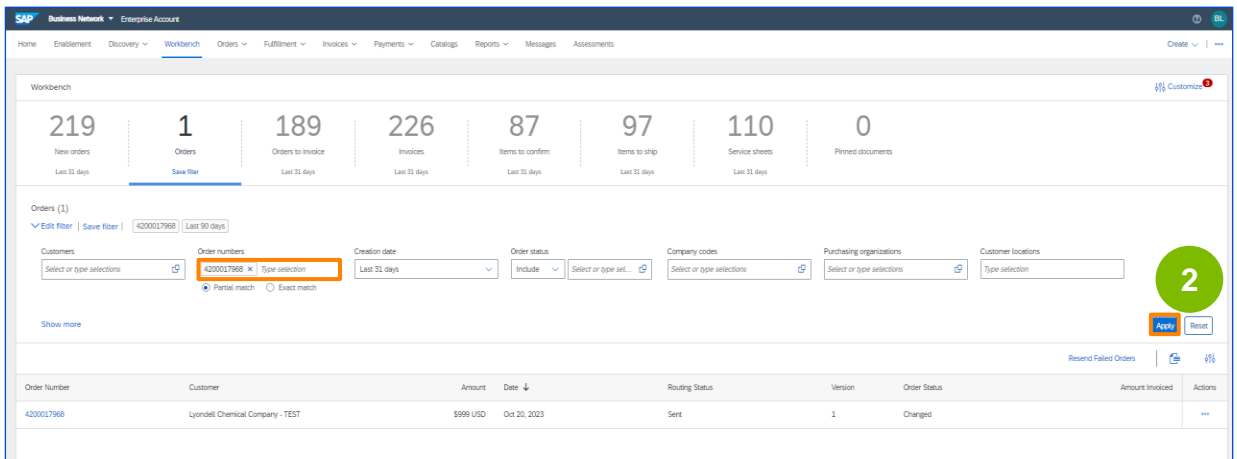
- 1 On the Ariba Network home screen, select the Orders tab to view a list of purchase orders.



**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 this is a filter section for 'Orders (1)' with various search criteria like 'Customers', 'Order numbers', 'Creation date', etc. A table below the filters shows one order: Order Number 4200017968, Customer Lyondell Chemical Company - TEST, Amount \$999 USD, Date Oct 20, 2023, Routing Status Sent, Version 1, and Order Status Changed. A context menu is open over this order, and the 'Create Credit Memo' option is highlighted with a green circle and the number 3.

- 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 is highlighted with an orange box. It contains the following fields: 'Invoice #:\*' with the value '42157324', 'Invoice Date:\*' with the value '11 Apr 2017', and 'Supplier Account ID #:' which is empty. There are also checkboxes for 'Information Only' and 'Original PO # : ServicePO1'. The 'Adjustment' section is also highlighted with an orange box and contains fields for 'Adjustment in Subtotal', 'Adjustment in Tax', 'Adjustment in Special Handling', and 'Adjustment in Shipping'. The 'Attachments' section at the bottom has a 'Browse...' button and an 'Add Attachment' button. A green circle with the number 4 highlights the 'Invoice #' field.



## 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.

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**

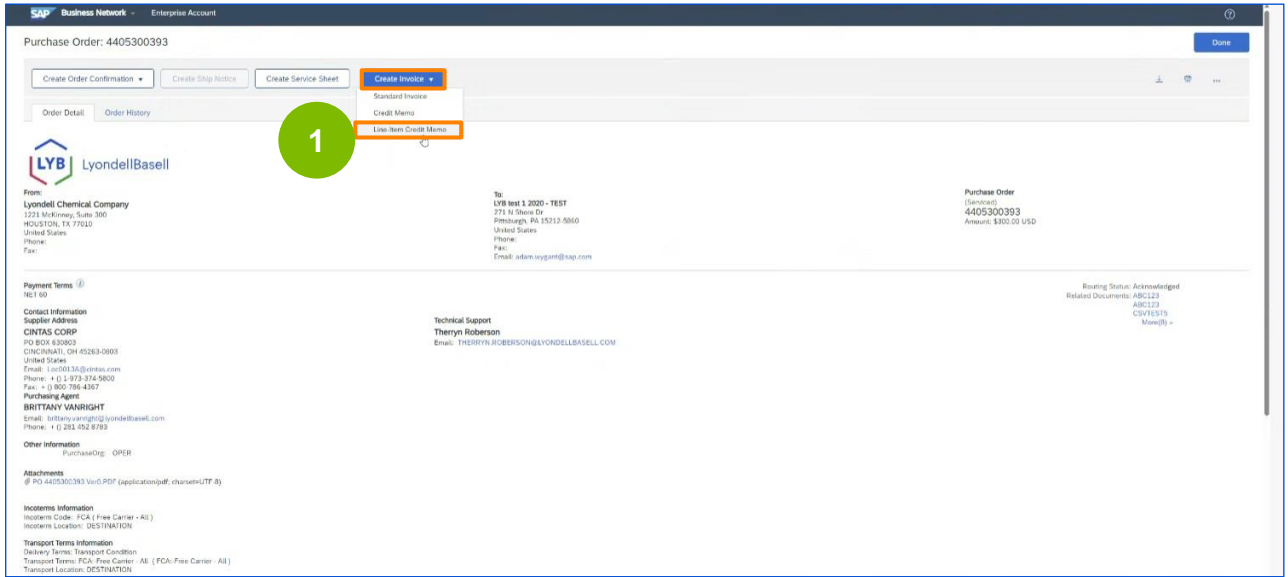


## Invoice Submission Methods – Credit Memo (Line Level)

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

**1**

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

**To:** LYB test 1 2020 - TEST  
 271 N Snow 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: cintas133@intas.com  
 Phone: + ( ) 1-973-374-5800  
 Fax: + ( ) 800-788-4267

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

**Other Information**  
 PurchaseOrg: OPER

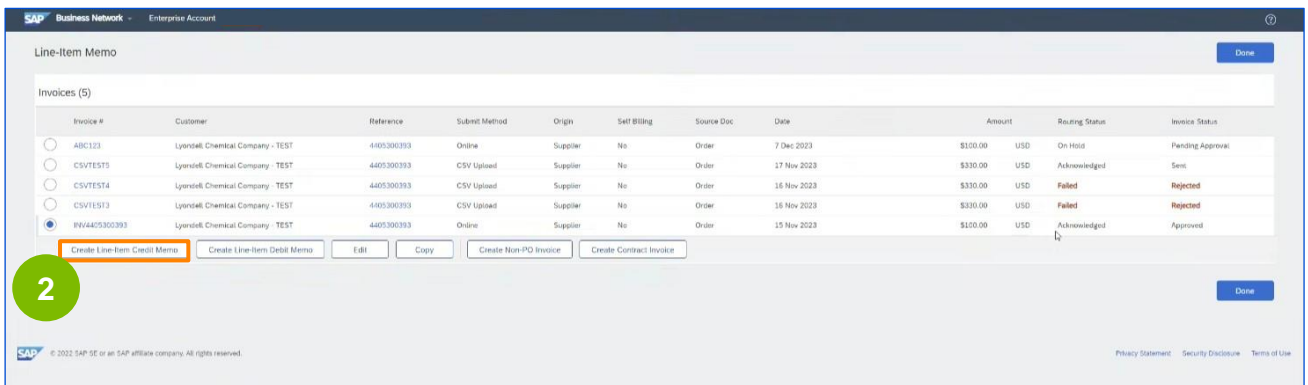
**Attachments**  
 @ PO 4405300393 VoIG.PDF (application/pdf; char=VHTT.B)

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

**Routing Status:** Acknowledged  
**Related Documents:** ABC123  
 ABC123  
 CSV1515  
 More(0)

The **Line-Item Memo** page appears.

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



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

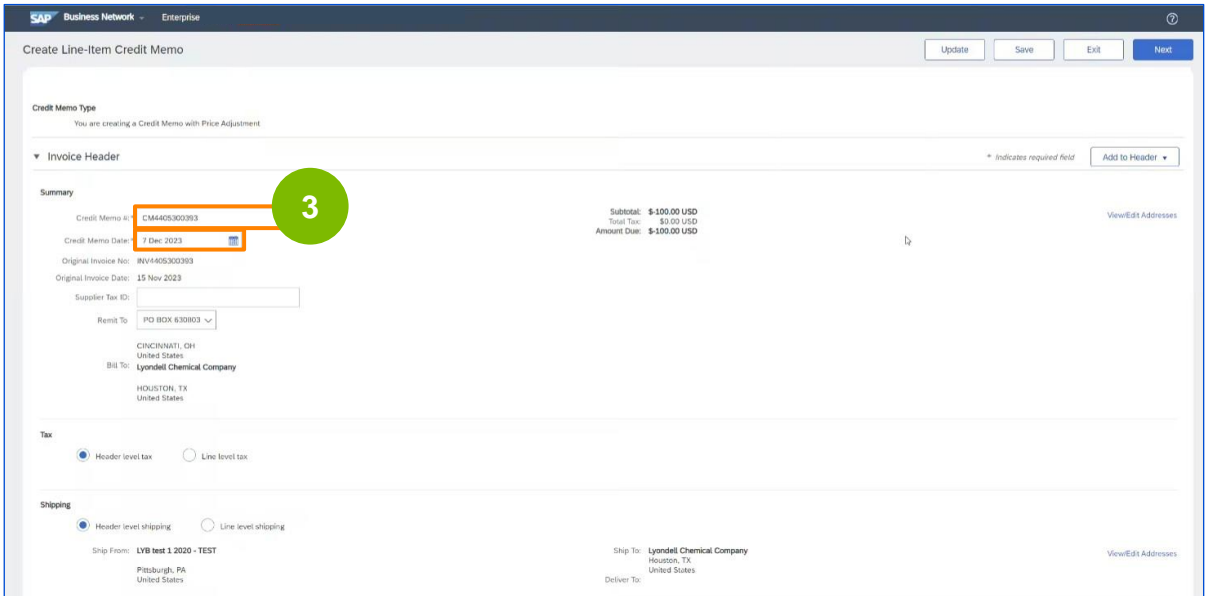
**2**

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## 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 #: 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

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

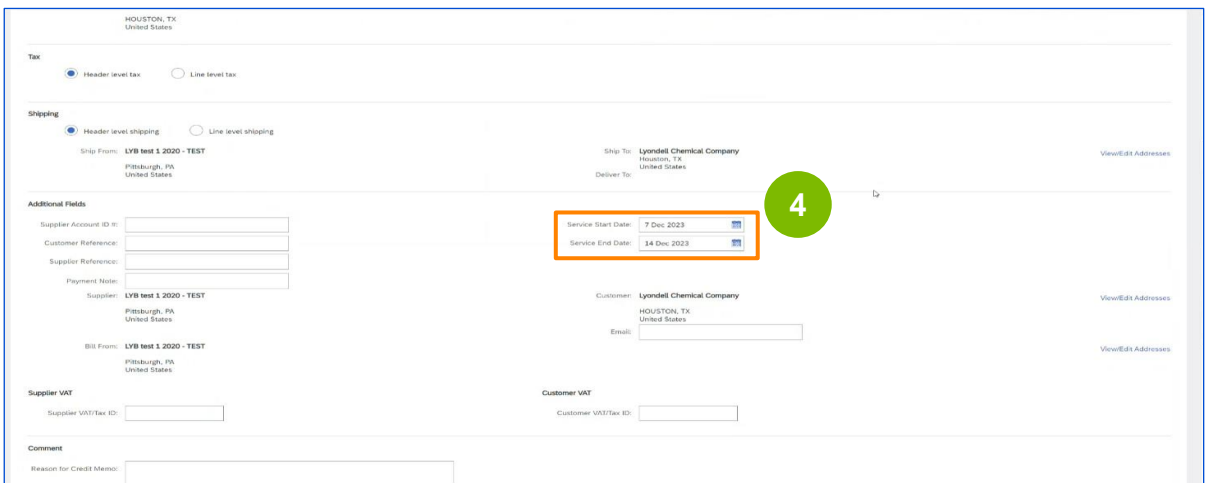
Header level shipping  Line level shipping

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

Ship To: Lyondell Chemical Company  
Houston, TX  
United States

Deliver To:

- 4 Scroll 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

Email:

Supplier VAT

Supplier VAT Tax ID:

Customer VAT

Customer VAT Tax ID:

Comment

Reason for Credit Memo:

Service Start Date: 7 Dec 2023

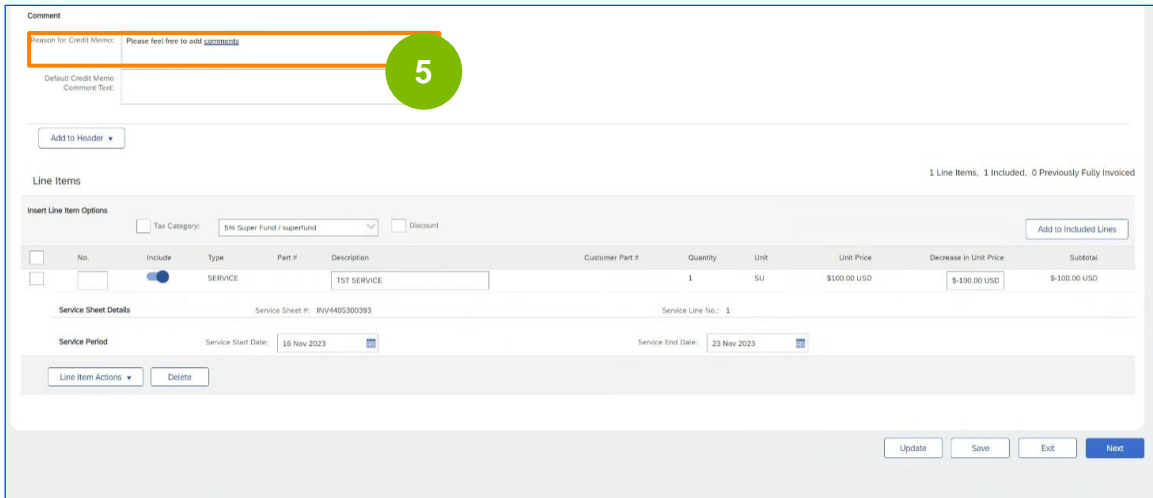
Service End Date: 14 Dec 2023

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 Add to Included Lines

Tax Category: 9% Super Fund / superfund  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 Line No.: 1

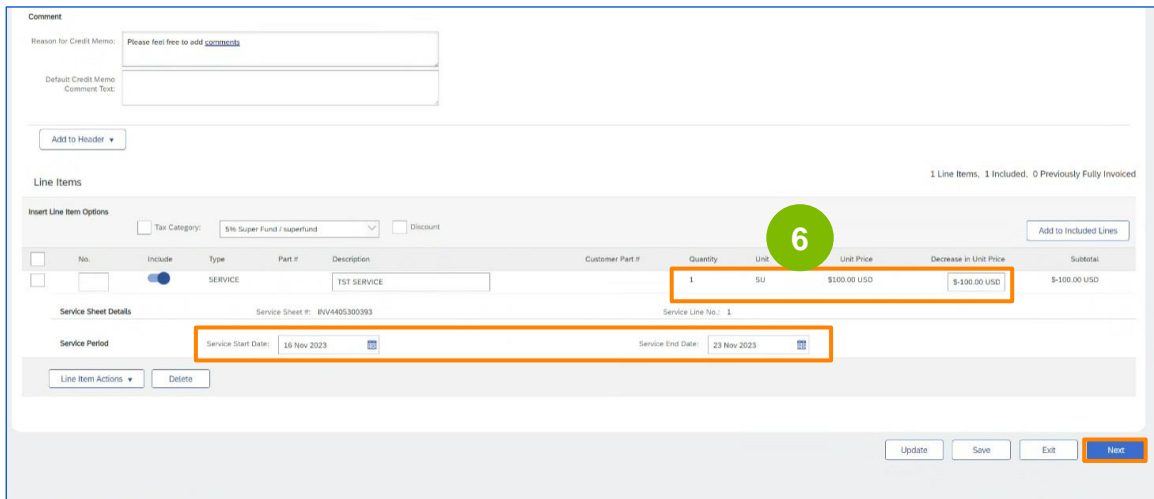
Service Period Service End Date: 23 Nov 2023

Service Start Date: 16 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 Add to Included Lines

Tax Category: 9% Super Fund / superfund  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 Line No.: 1

Service Period Service End Date: 23 Nov 2023

Service Start Date: 16 Nov 2023

Line Item Actions ▾



### Notes:

- If **Taxes/VAT** apply then these must also be added to the credit note.
- All **value amounts** must 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> Date Hierarchy: Postal Address: PO BOX 430003	<b>BILL TO:</b> Lyondell Chemical Company Postal Address: 1222 McKinney, Suite 300	<b>SUPPLIER:</b> LYB test 1 2020 - TEST Postal Address: 271 N Shreve Dr
<b>BILL FROM:</b> LYB test 1 2020 - TEST Postal Address: 271 N Shreve Dr	<b>CUSTOMER:</b> Lyondell Chemical Company Postal Address: 1222 McKinney, Suite 300	<b>WIRE PAYMENT TO BANK:</b> FIFTH THIRD BANK Account Name: CREDIT CORPORATION Account Type: Checking

SHIPPING INFORMATION:

<b>SHIP FROM:</b> LYB test 1 2020 - TEST Postal Address:	<b>SHIP TO:</b> Lyondell Chemical Company 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.

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

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

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	...





## Invoice Submission Methods – Copy Invoices

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

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	Approve	<div style="border: 1px solid black; padding: 2px;"><span>Copy</span></div>

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 Test Update Save Exit

Invoice Header

Summary

Purchase Order: 4404969104

Invoice #:

Invoice Date:

Service Description:

Supplier Tax ID:

Name To:

City: CINCINNATI, OH United States

Bill To: Lyondell Chemical Company

City: 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 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  
HOUSTON, TX United States

Service Start Date:

Service End Date:

Email:



**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: 31 Oct 2023  
End Date: 31 Oct 2023

<b>REMIT TO:</b> Jon Doe Postal Address:	<b>BILL TO:</b> Channelview Equiptar Postal Address: 8281 Sheldon Road Channelview, TX 77530-2963 United States Address ID: CHO Phone (work): +1 (281) 4528888	<b>SUPPLIER:</b> LYB test 1 2020 - TEST
<b>BILL FROM:</b> LYB test 1 2020 - TEST Postal Address:	<b>CUSTOMER:</b> Channelview Equiptar Postal Address: 8281 Sheldon Road Channelview, TX 77530-2963 United States Address ID: CHO	<b>WIRE PAYMENT TO BANK:</b> FIFTH THIRD BANK Account Name: Account Type: Branch Name: Account ID: 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' home page. 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 and the number '1'. Below the navigation bar, a search bar contains 'Invoices' and a dropdown menu for 'Lyondell Chemical Compar'. The main dashboard features a 'Getting started' section with five 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), and an 'Activity feed' showing an 'Invoice paid' event.

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

This screenshot is identical to the previous one, but the dropdown menu for the customer is expanded, and 'Lyondell Chemical Compar' is highlighted with an orange box and a green circle with the number '2'. The rest of the interface, including the metrics and activity feed, 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 the navigation bar, there is a search bar with the text "Invoices" and "Lyondell Chemical Compar" selected. The search criteria "Exact match" and the invoice number "11221654" are 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 "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. The "Invoice aging" widget shows a value of €664K EUR. There is also an "Activity feed" widget showing an "Invoice paid" event.

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

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) to the right of the search bar. The rest of the interface, including the dashboard and widgets, remains the same.



## 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 Postal Address: PO BOX 630803 CINCINNATI, OH 45263-0803 United States	Lyondell Chemical Company Postal Address: 1221 McKinney, Suite 300 HOUSTON, TX 77010 United States Address ID: 130	LYB test 1 2020 - TEST Postal Address: 271 N Shore Dr Pittsburgh, PA 15212-5860 United States



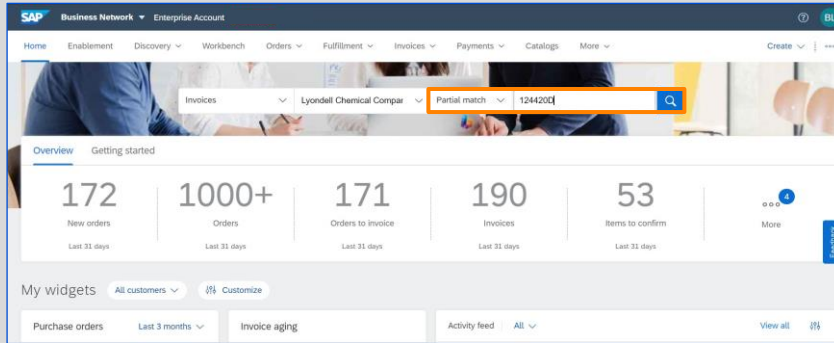
**Note:** The details of the desired invoice appear.



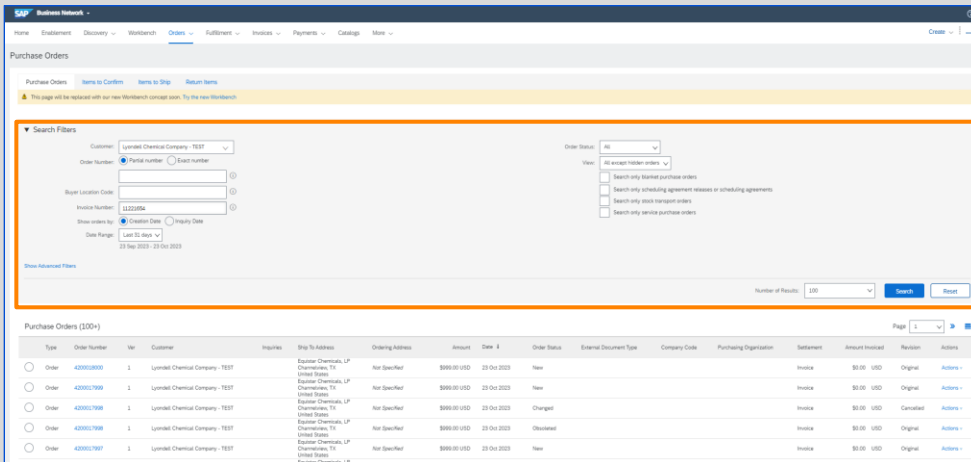
## Invoice Management – Search for an Invoice



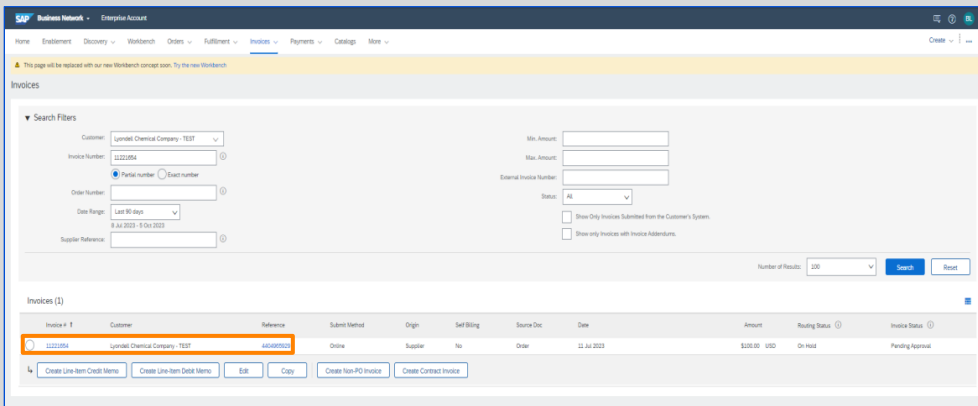
**Note:** If you are not aware of the exact invoice number, you can select partial match in the drop-down menu and click search.



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**

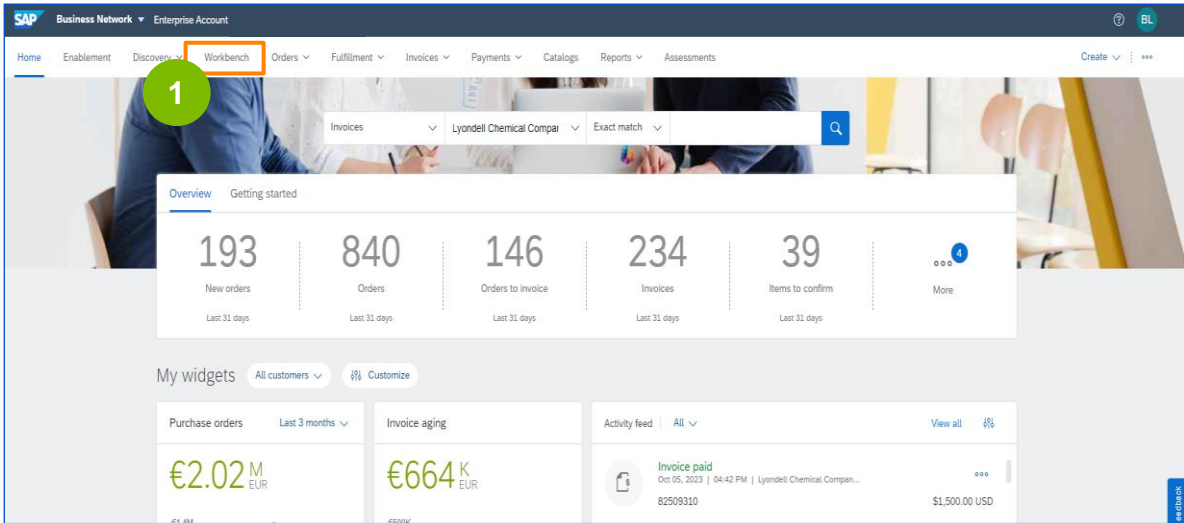




## Invoice Management – Check Invoice Status

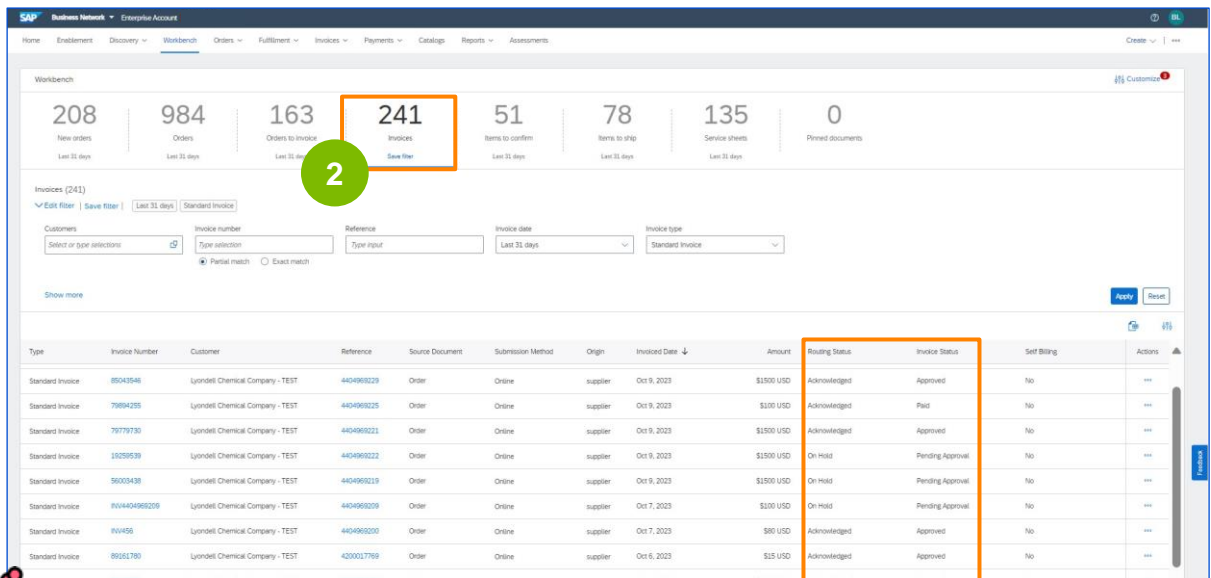
1

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

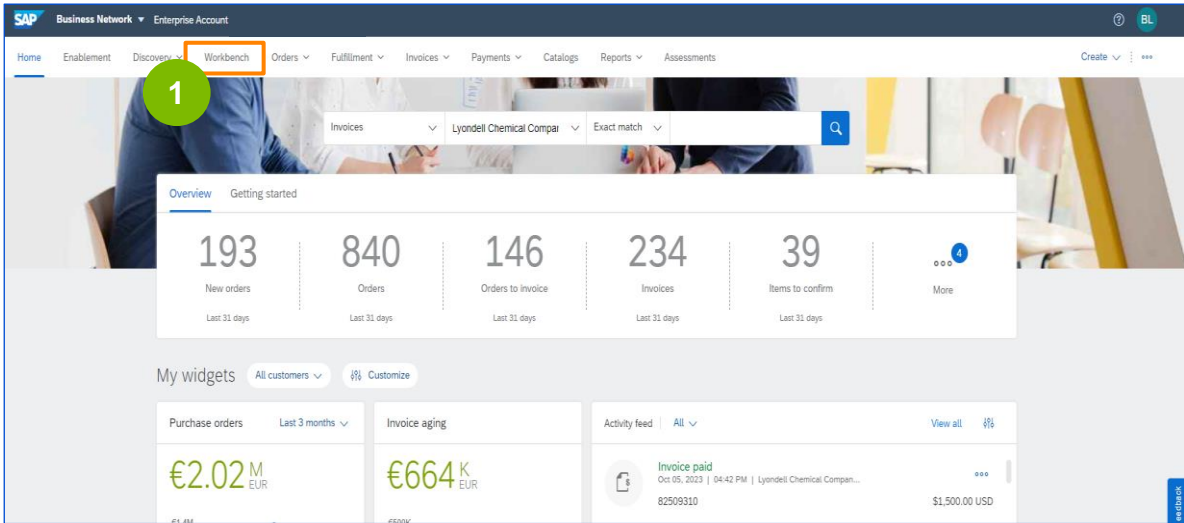
The following steps are for **LyondellBasell Suppliers**



## Invoice Management – Check Payment Status

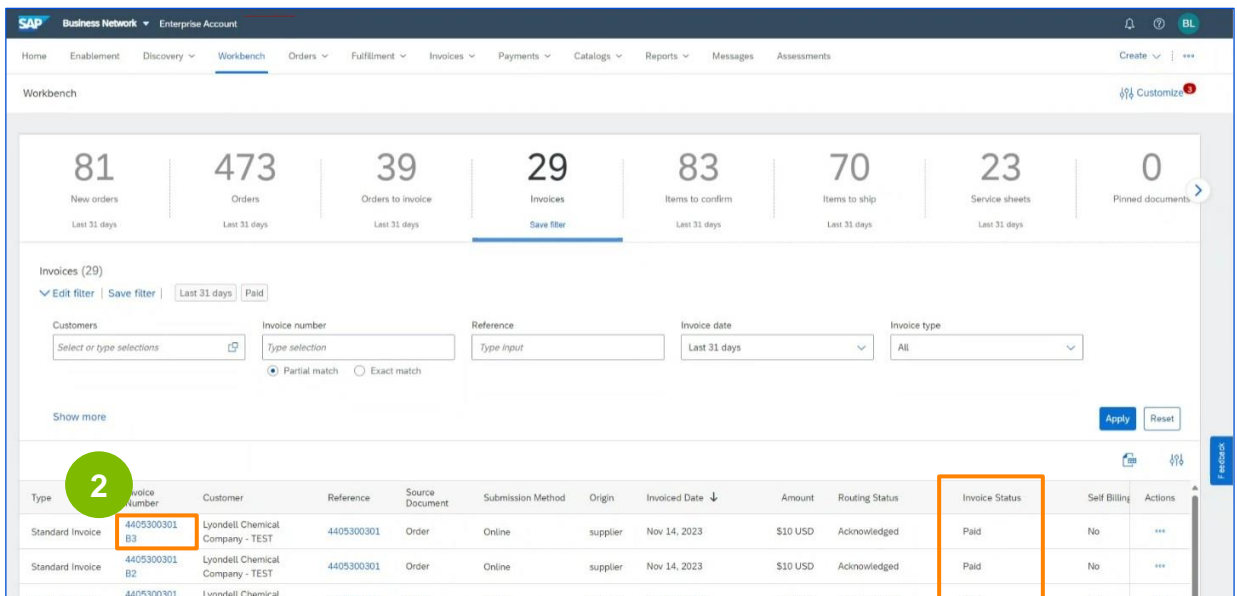
1

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

3

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: 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

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.

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)

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

Payment Detail:  
Payment Method: ACH (payment)  
Reference Number: 800038445  
Payment Amount: 2.20231114.6900196445

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**

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.

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**

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 6:57:20 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
Queued	The invoice status has been successfully updated to approved by Lyondell Chemical Company - TEST.	PropagatorProcessor-109548034	20 Sep 2023 7:02:02 PM
	Comments from Lyondell Chemical Company - TEST: Success	Supplier	20 Sep 2023 7:02:02 PM
Acknowledged	The invoice status has been successfully updated to approved by Lyondell Chemical Company - TEST.	PropagatorProcessor-109542030	20 Sep 2023 7:02:54 PM
	The invoice status has been successfully updated to Paid by Lyondell Chemical Company - TEST.	Supplier	20 Sep 2023 7:02:55 PM
		PropagatorProcessor-109523038	20 Sep 2023 7:06:54 PM
		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.



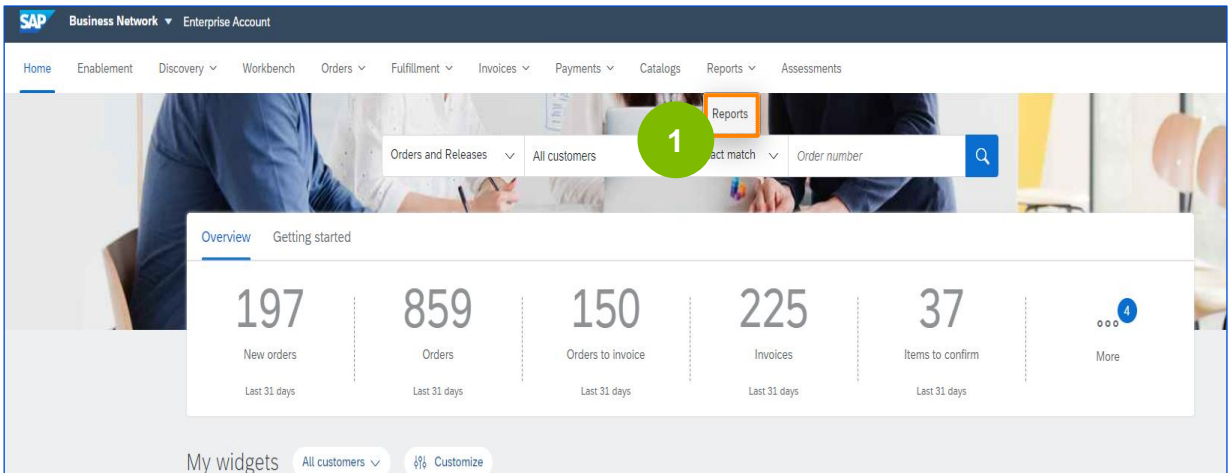
# Invoice Management – Invoice Reports

The following steps are for **LyondellBasell Suppliers**

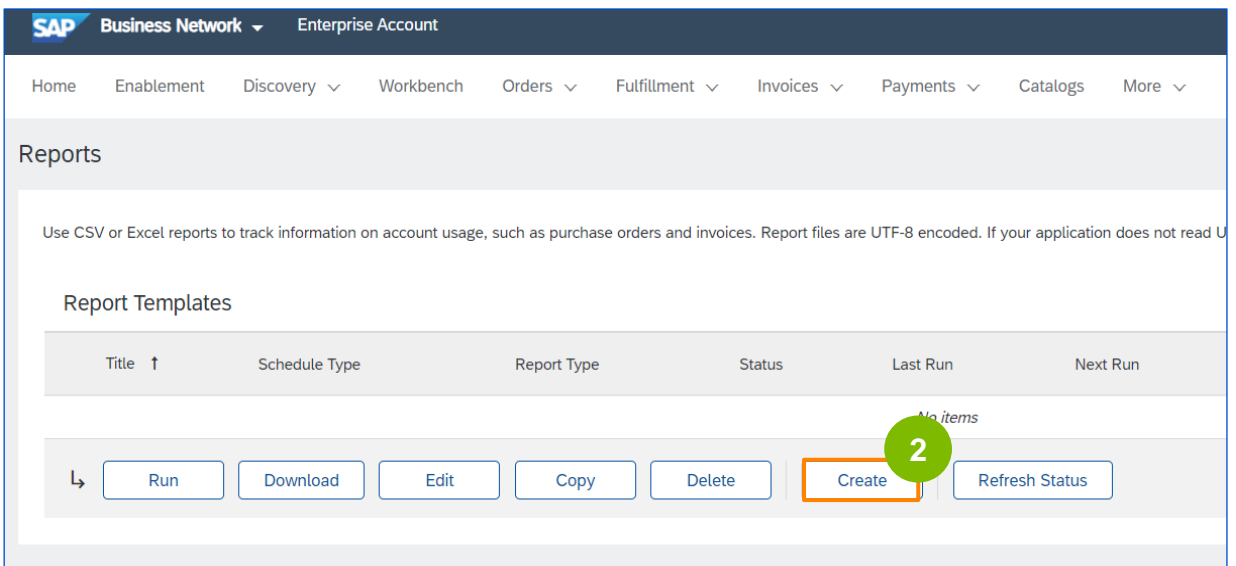


## Invoice Management – Invoice Reports

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.

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

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



## 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.

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:** 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:  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 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 : 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



**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



**Español**



# Guía de facturación de Ariba Network

## Ayuda al empleo

**Publicado:** Octubre 2023

**Revisado:** Enero de 2025

**Propietario:** Equipo Source-to-Pay de LyondellBasell



## 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 - 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**.

2

Aparecerá la página de inicio de Ariba Network. Seleccione el **icono Perfil > Configuración > Relaciones con clientes** para ver la página Configuración de cuenta.



## 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



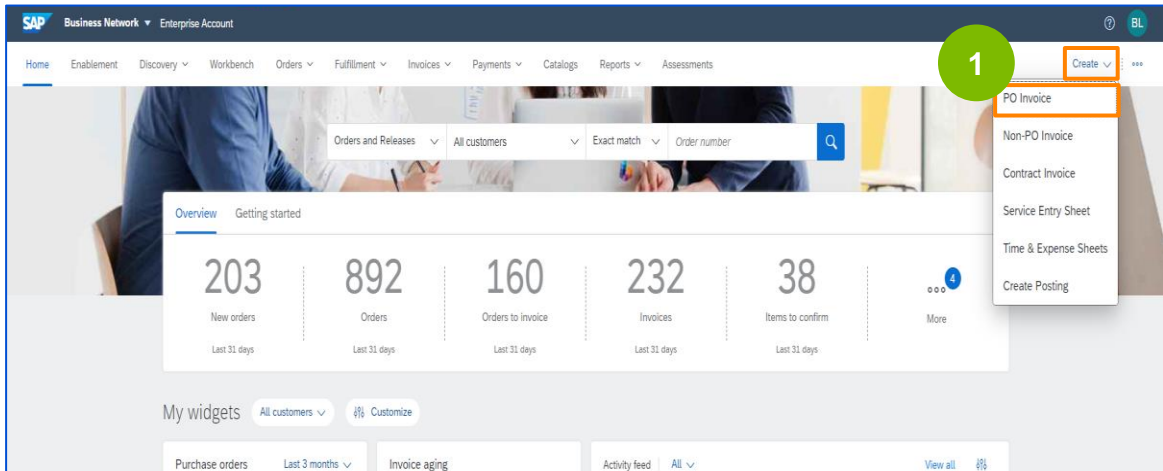
## **Métodos de presentación de facturas - Factura a través de PO Flip (Materiales)**

Los siguientes pasos son para **los proveedores de LyondellBasell**

## Métodos de presentación de facturas - Factura a través de PO Flip (Materiales)

1

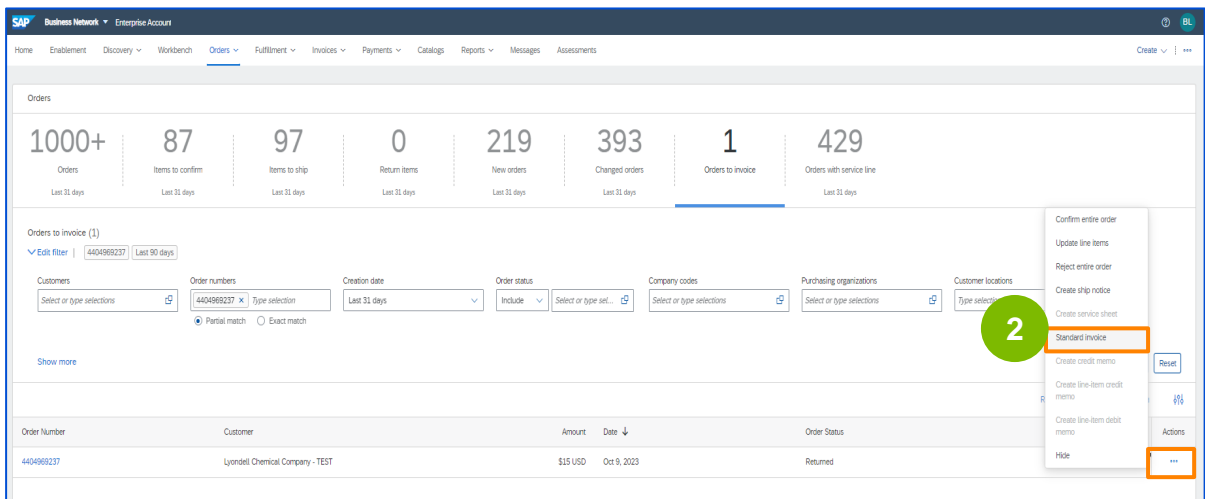
En la pantalla de inicio de su cuenta de Ariba Network, seleccione el menú desplegable **Crear** y seleccione **Factura de pedido**.



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.

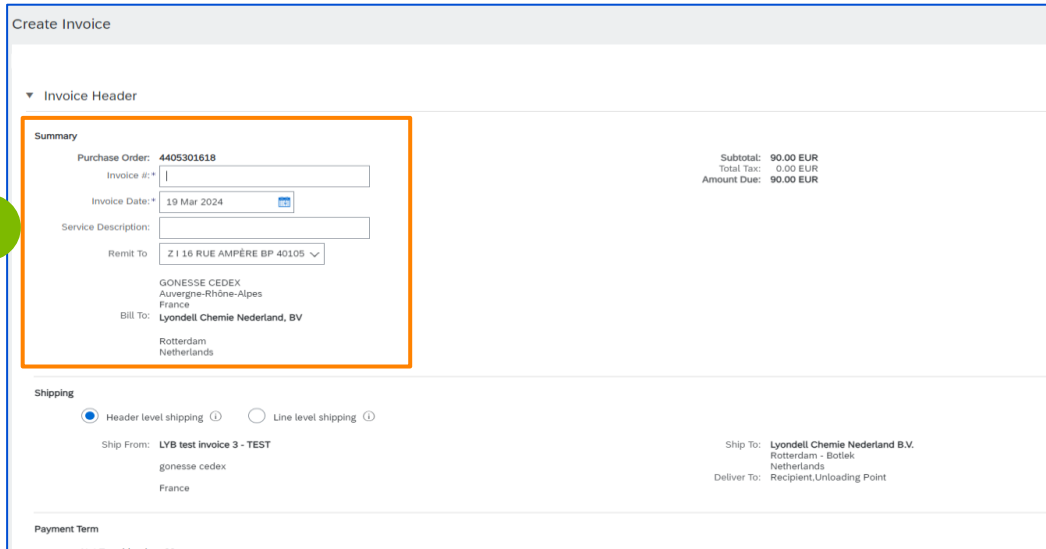




## Métodos de presentación de facturas - Factura a través de PO Flip (Materiales)

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 Auvergne-Rhône-Alpes France	
Bill To: Lyondell Chemie Nederland, BV Rotterdam Netherlands	

Shipping

Header level shipping  Line level shipping

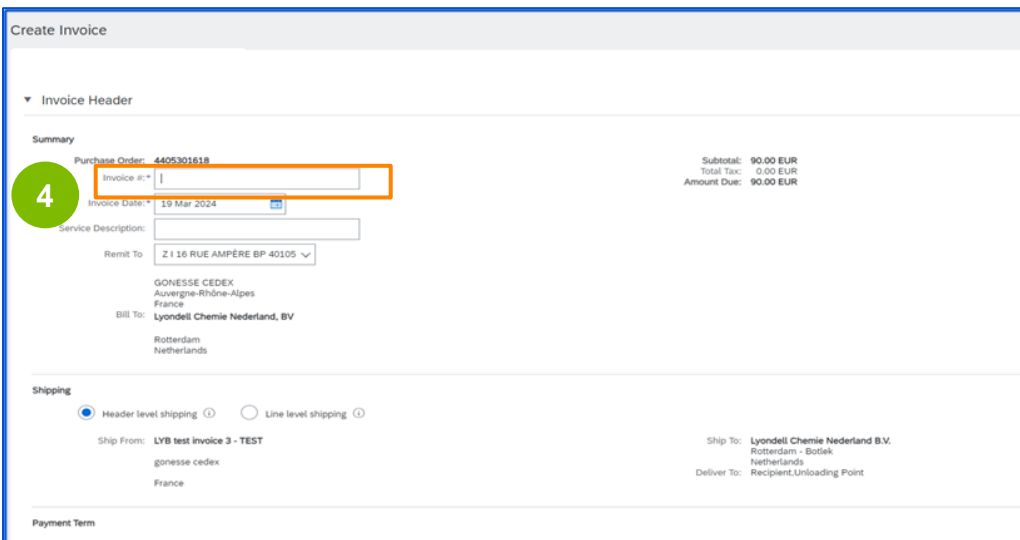
Ship From: LYB test invoice 3 - TEST  
gonesse cedex  
France

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 Auvergne-Rhône-Alpes France	
Bill To: Lyondell Chemie Nederland, BV Rotterdam 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

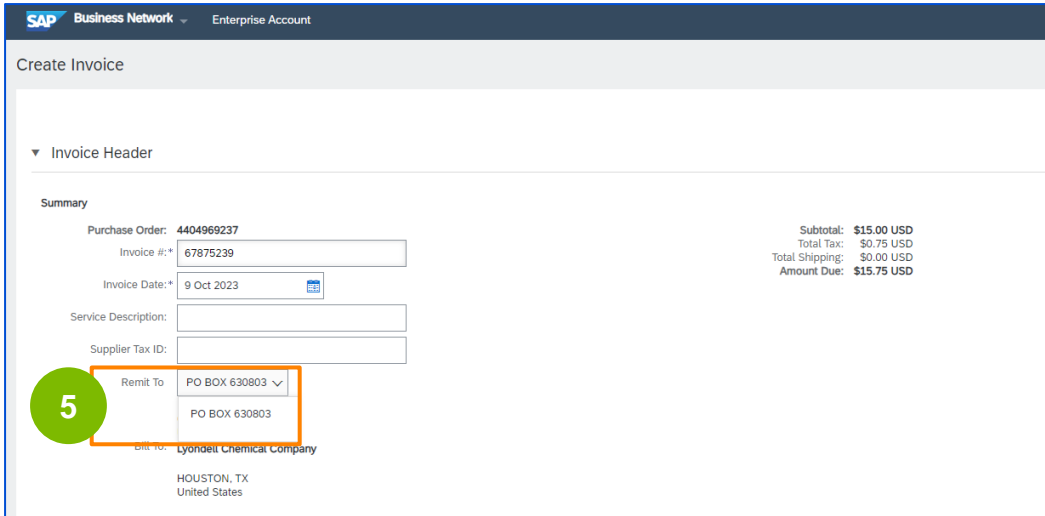
Payment Term



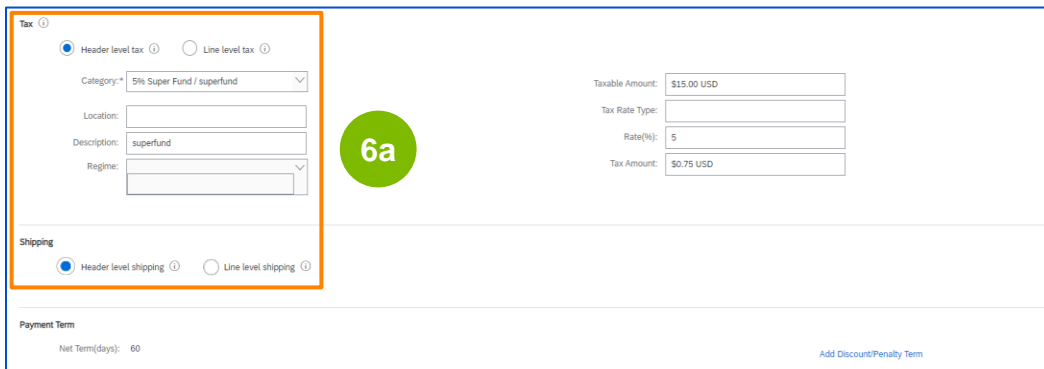
**Nota:** Si desea añadir caracteres alfabéticos en el campo N<sup>o</sup> de factura, deberá hacerlo en mayúsculas.

## Métodos de presentación de facturas - Factura a través de PO Flip (Materiales)

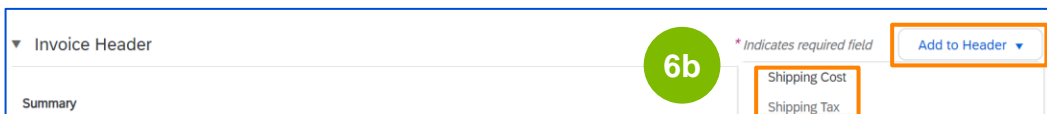
**5** Seleccione una dirección **Remit-To** adecuada en el cuadro desplegable.



**6** a. **(Sólo EE.UU.)** Seleccione el impuesto de cabecera y el envío seleccionando los botones de opción correspondientes.



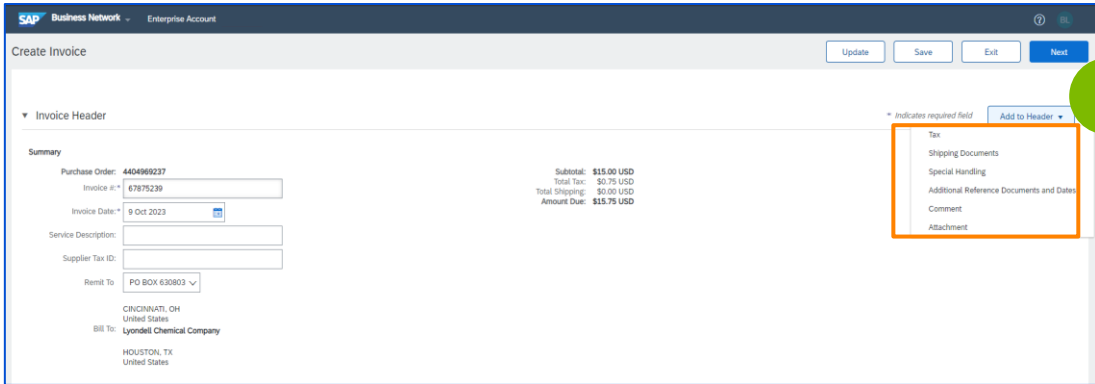
b. **(fuera de EE.UU.)** Seleccione **Envío a nivel de Encabezado** seleccionando el botón de radio apropiado. Haga clic en «**Añadir al encabezado**» y seleccione «**Coste de envío**». Repita este paso para añadir el «**Impuesto de envío**».



## Métodos de presentación de facturas - Factura a través de PO Flip (Materiales)

7

A través de "Añadir a la cabecera" también puede añadir Anexos y/o Comentarios a la factura.



8

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".

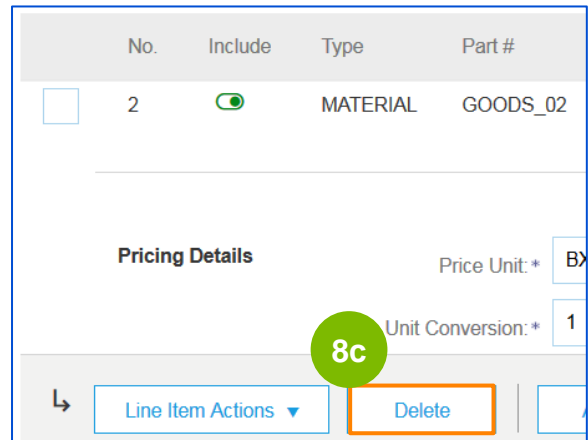
8a

Quantity	Unit	Unit Price
10	BX	25.00 EUR

8b

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

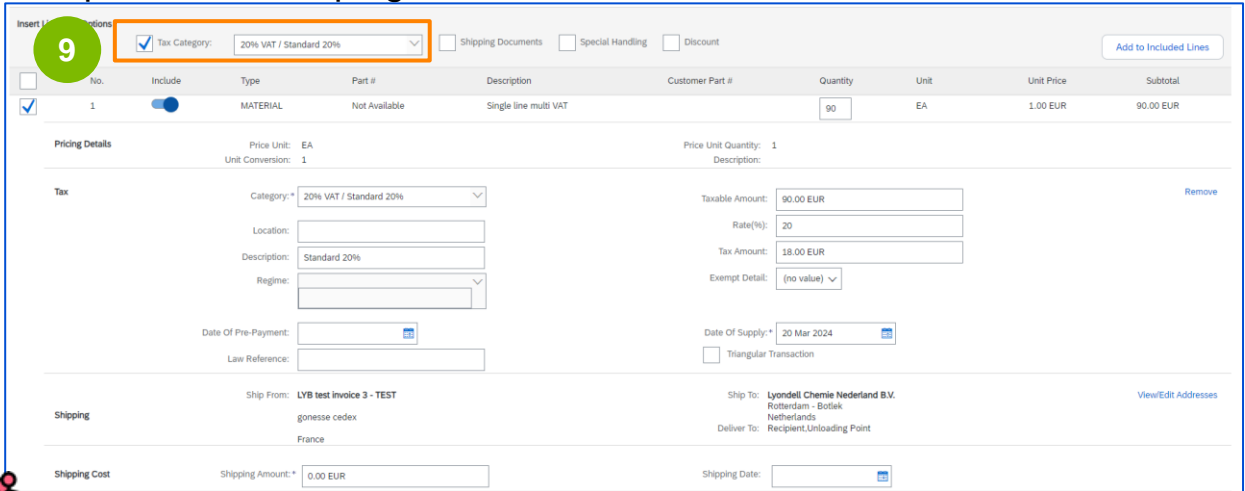
8c



**Nota:** Puede generar una factura posteriormente para facturar el artículo excluido.

## Métodos de presentación de facturas - Factura a través de PO Flip (Materiales)

**9** (sólo fuera de EE.UU.) Haga clic en Categoría fiscal y seleccione la opción en el desplegable.



**9**  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

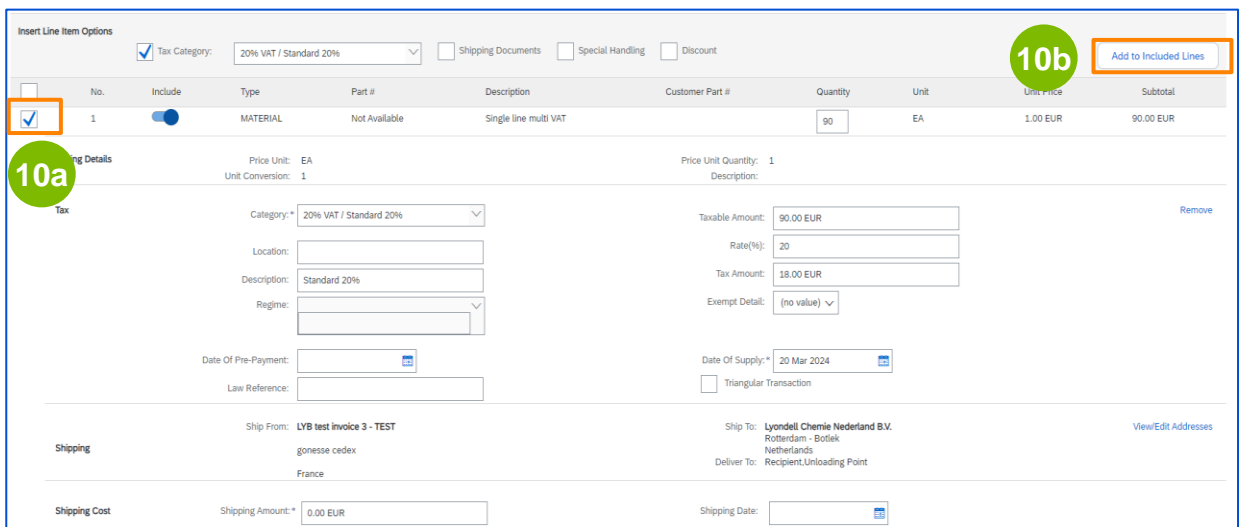
**Shipping**  
 Ship From: LYB test invoice 3 - TEST Ship To: Lyondell Chemie Nederland B.V.  
 gonesse cedex Rotterdam - Botlek  
 France Netherlands  
 Deliver To: Recipient,Unloading Point [View/Edit Addresses](#)

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



**Nota:** Puede configurar otras categorías de Impuestos, tasas y descripciones en el desplegable '**Configurar Impuestos**'.

**10** (sólo fuera de EE.UU.) Seleccione las partidas que desea incluir y, a continuación, haga clic en Añadir a Líneas Incluidas.



**10a**  Tax Category: 20% VAT / Standard 20%  Shipping Documents  Special Handling  Discount **10b** [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 [View/Edit Addresses](#)

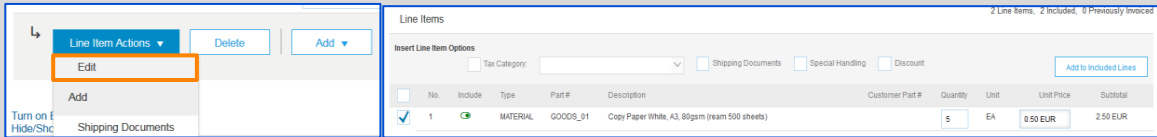
**Shipping Cost**  
 Shipping Amount: 0.00 EUR Shipping Date:

## Métodos de presentación de facturas - Factura a través de PO Flip (Materiales)



### Notas:

- **Los detalles adicionales** pueden verse a nivel de partida editando una partida.

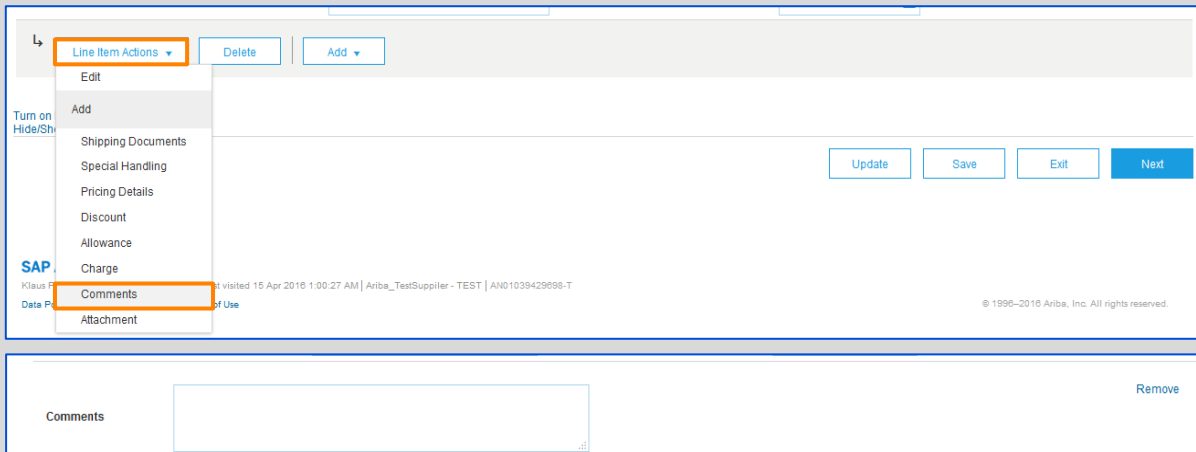


The screenshot shows the SAP Line Item Actions menu. The 'Edit' option is highlighted with an orange box. The 'Line Item Actions' dropdown menu is open, showing options: Edit, Add, Shipping Documents, Special Handling, Pricing Details, Discount, Allowance, Charge, Comments, and Attachment. The 'Comments' option is also highlighted with an orange box.

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



- Para añadir comentarios en las partidas, seleccione Partidas y haga clic en **Acciones de partidas > Comentarios**.

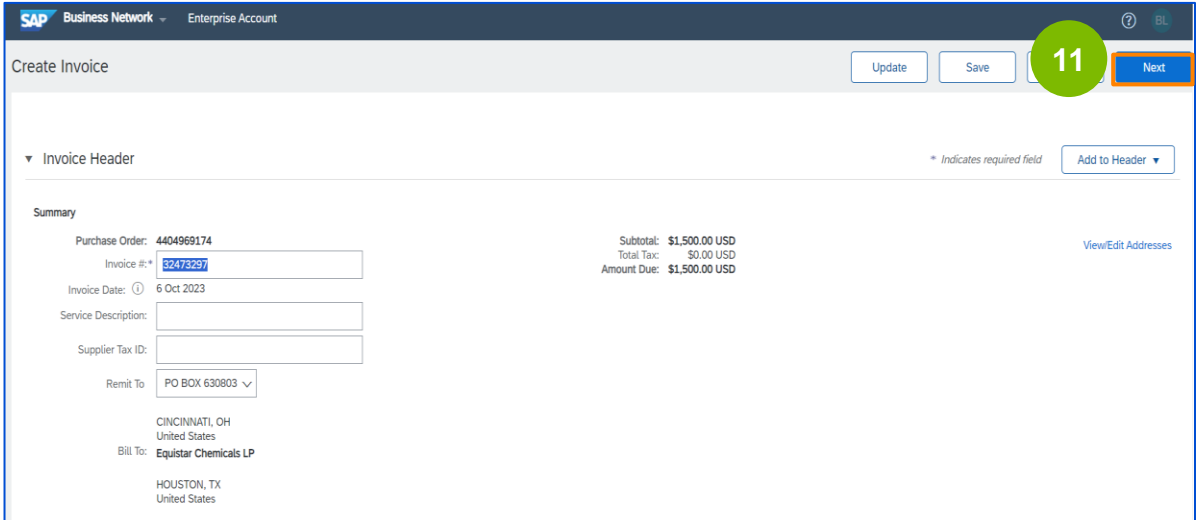


The screenshot shows the SAP Line Item Comments form. The 'Line Item Actions' dropdown menu is open, and the 'Comments' option is highlighted with an orange box. The form includes a text input field for comments and a 'Remove' button.

Comments  Remove

## Métodos de presentación de facturas - Factura a través de PO Flip (Materiales)

11 Haga clic en **Siguiente** para continuar.



SAP Business Network Enterprise Account

Create Invoice Update Save **11** 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

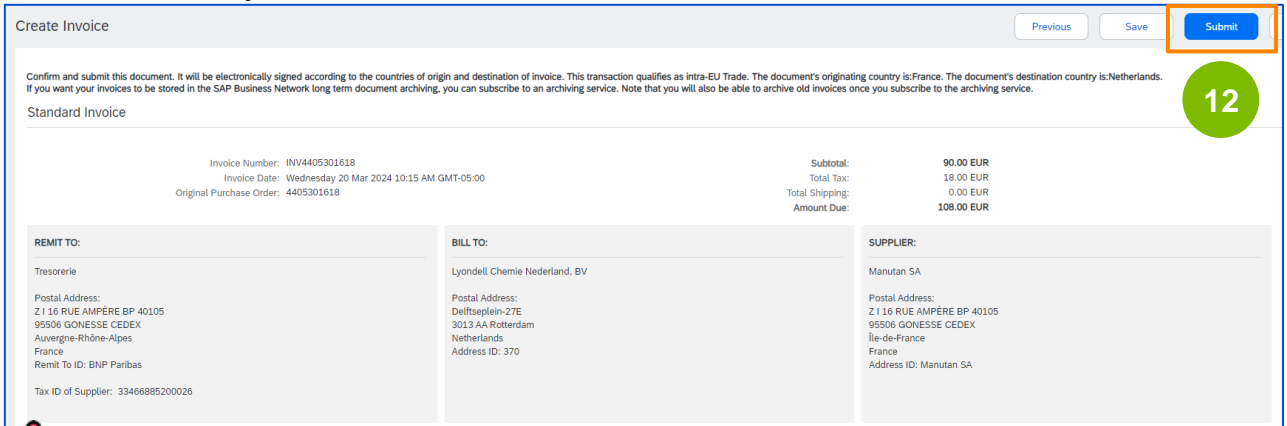
Service Description:

Supplier Tax ID:

Remit To: PO BOX 630803 ▼

CINCINNATI, OH  
United States  
Bill To: Equistar Chemicals LP  
HOUSTON, TX  
United States

12 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 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.

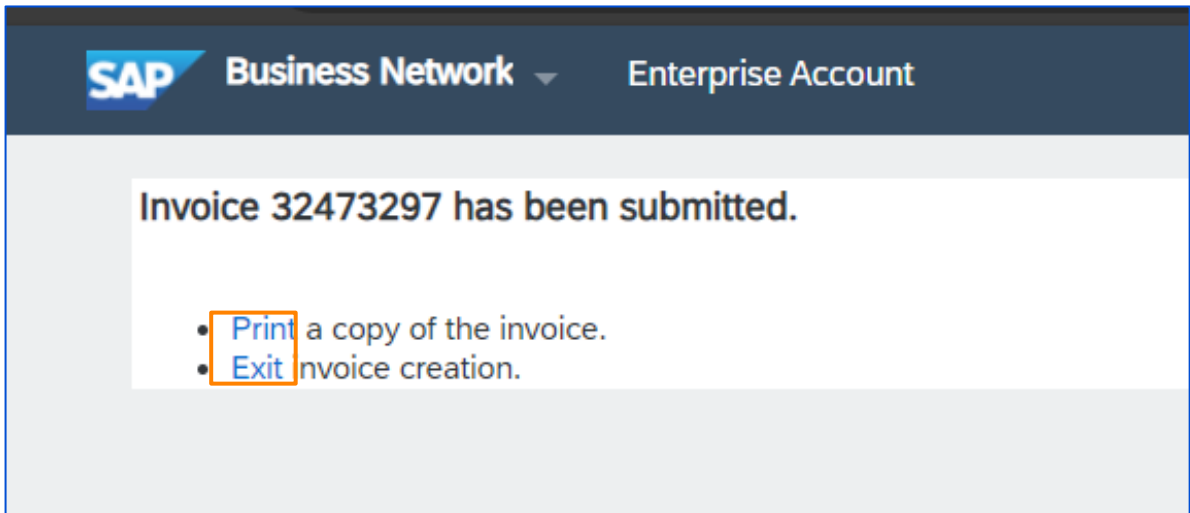
Standard Invoice **12**

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

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

 **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)**

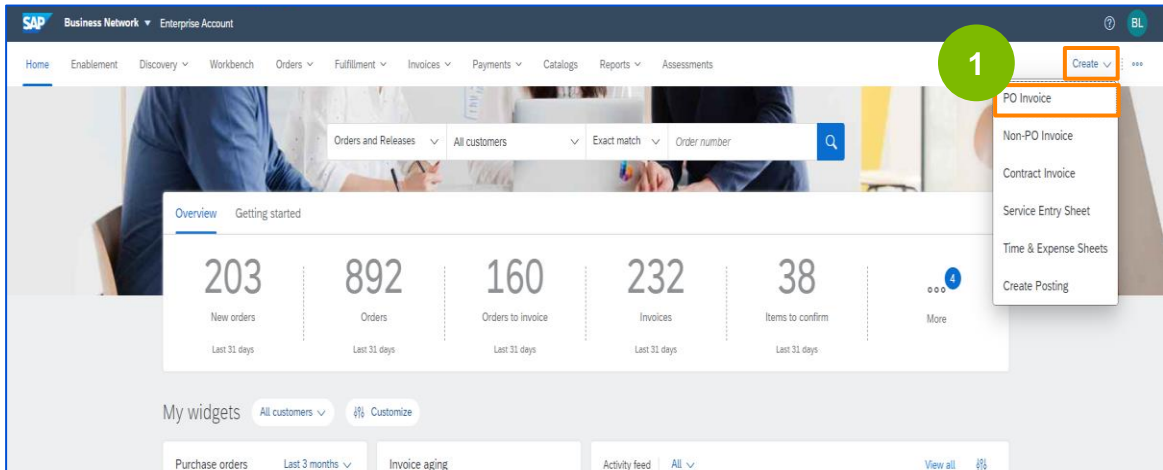
Los siguientes pasos son para **los proveedores de LyondellBasell**



## Métodos de presentación de facturas - Factura a través de PO Flip (Servicios)

1

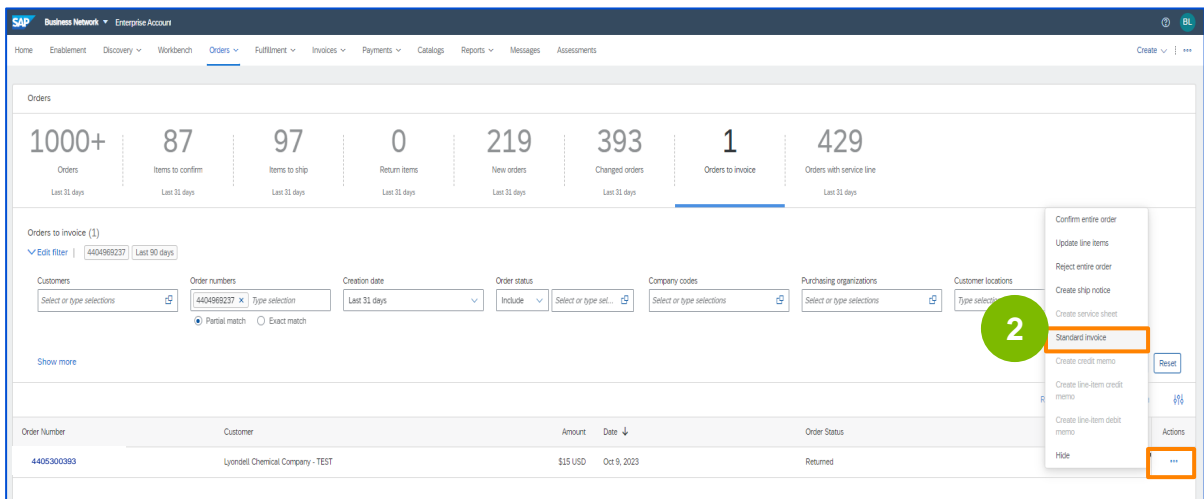
En la pantalla de inicio de su cuenta de Ariba Network, seleccione el menú desplegable **Crear** y seleccione **Factura de pedido**.



The screenshot shows the SAP Business Network Enterprise Account home page. 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'.

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.

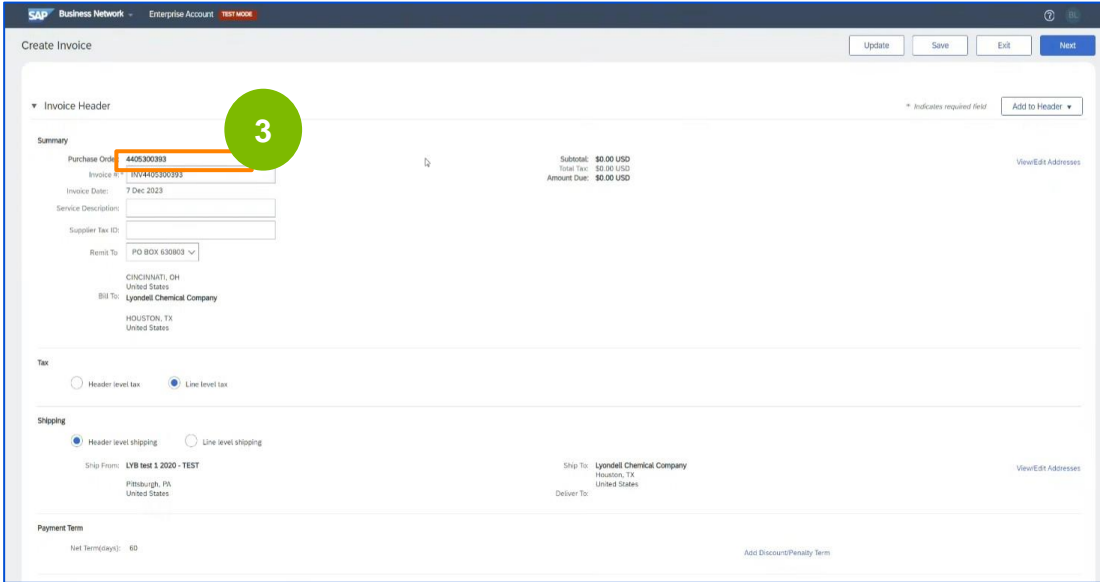


The screenshot shows the SAP Business Network 'Orders' page. The 'Orders to invoice' section is highlighted with a green circle and the number 2. A dropdown menu is open, showing options like 'Confirm entire order', 'Update line items', 'Reject entire order', 'Create ship notice', 'Create service sheet', 'Create credit memo', 'Create line-item credit memo', 'Create line-item debit memo', and 'Standard Invoice'. The 'Standard Invoice' option is highlighted with a red box.

## Métodos de presentación de facturas - Factura a través de PO Flip (Servicios)

3

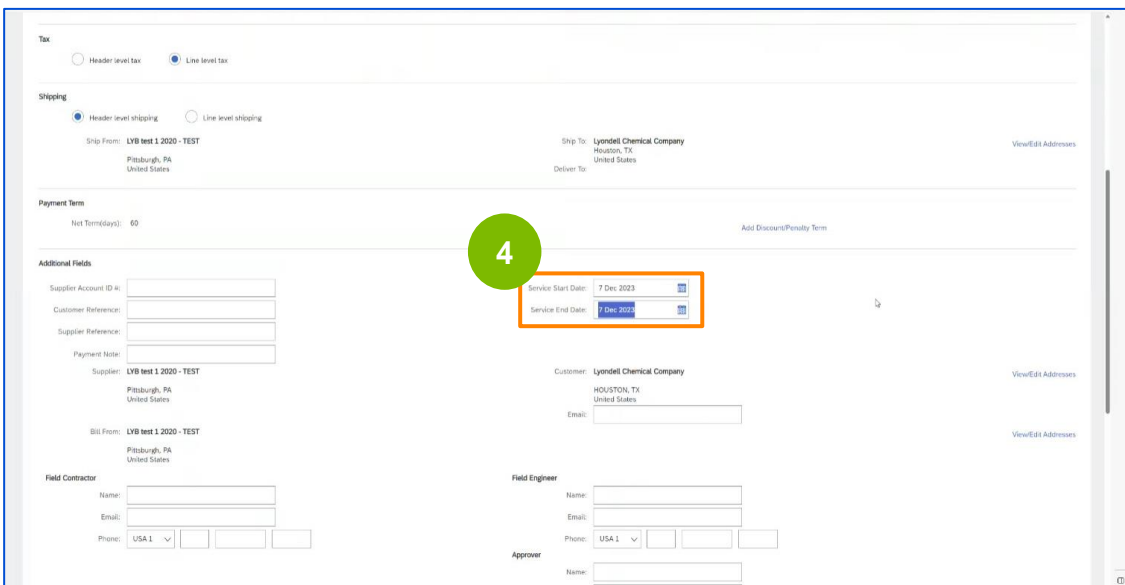
En la pantalla **Crear factura**, introduzca el **número de factura** deseado en el campo Número de factura.



The screenshot shows the 'Create Invoice' interface in SAP Business Network. The 'Invoice Header' section is visible, with a green circle containing the number '3' highlighting the 'Purchase Order' field, which is set to '4405300393'. Other fields include 'Invoice #', 'Invoice Date' (7 Dec 2023), 'Remit To' (PO BOX 630803), and 'Bill To' (Lyondell Chemical Company). 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

Desplácese hacia abajo y añada la **Fecha de inicio del servicio** y la **Fecha de finalización del servicio** para la factura.

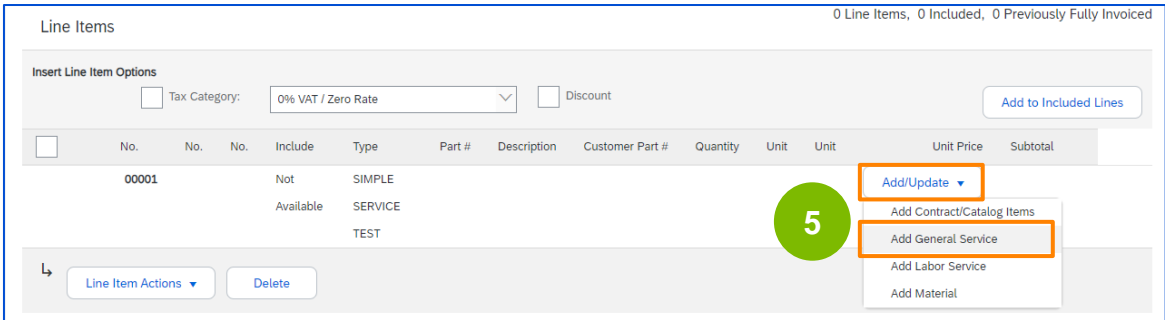


The screenshot shows the 'Additional Fields' section of the 'Create Invoice' interface. A green circle containing the number '4' highlights the 'Service Start Date' and 'Service End Date' fields, both of which are set to '7 Dec 2023'. Other fields include 'Supplier Account ID #', 'Customer Reference', 'Supplier Reference', 'Payment Note', 'Supplier' (LYB test 1 2020 - TEST), 'Customer' (Lyondell Chemical Company), 'Field Contractor', 'Field Engineer', and 'Approver'. Buttons for 'View/Edit Addresses' are visible next to the customer and contractor information.

## 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								
				TEST								

Line Item Actions

**5**

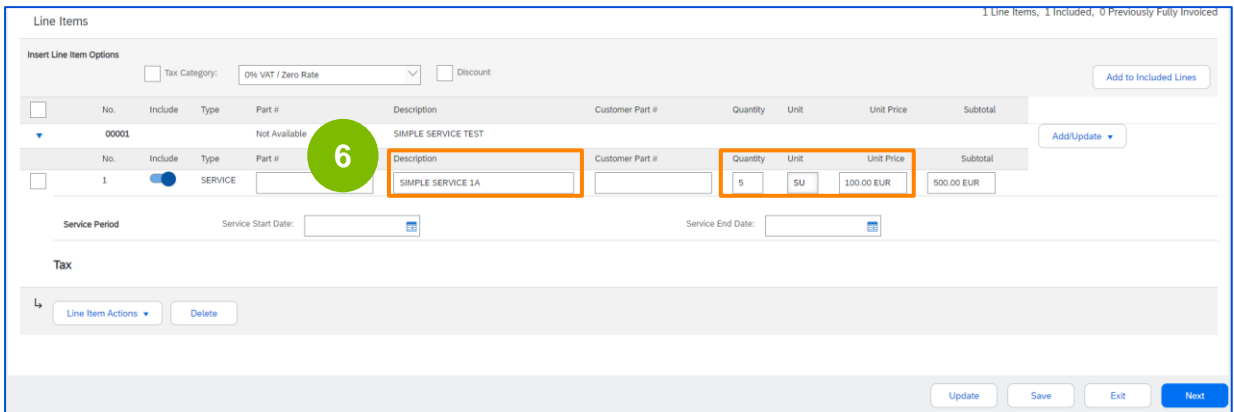
- Add/Update
- Add Contract/Catalog Items
- Add General Service
- Add Labor Service
- Add Material



**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
				SIMPLE SERVICE TEST					
				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

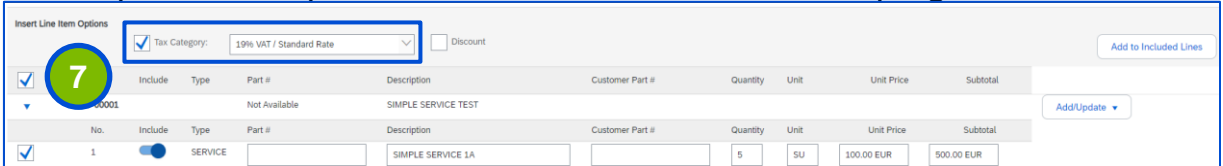
**6**



**Nota:** Rellene siempre el campo **Cantidad** con "1" y el campo **Unidad** con "SU" para las órdenes de servicio.

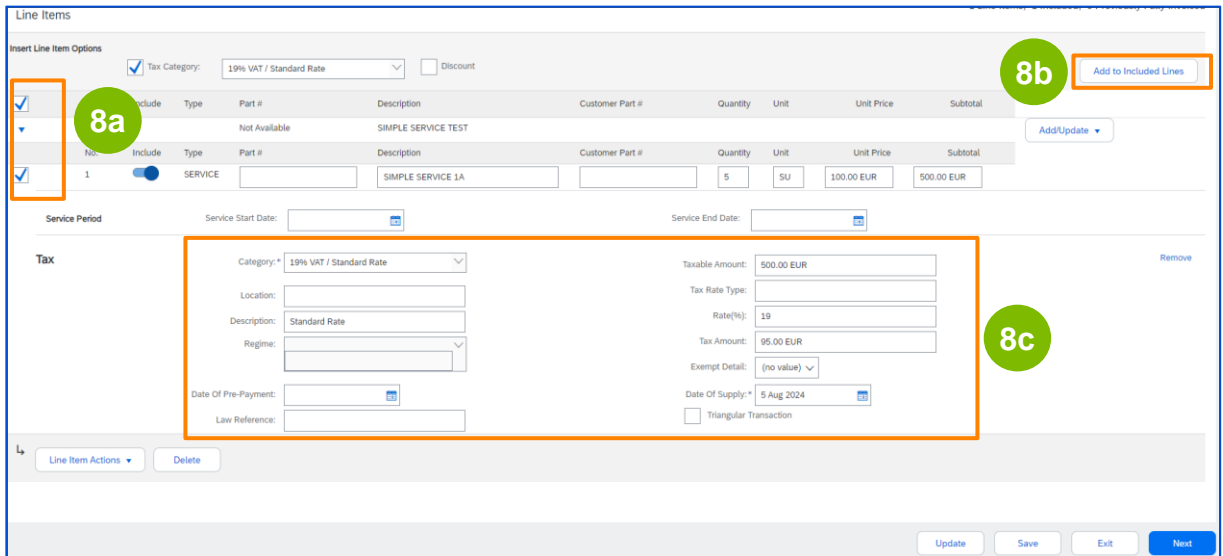
## Métodos de presentación de facturas - Factura a través de PO Flip (Servicios)

- 7 (fuera de EE.UU.) Haga clic en Categoría de impuestos y seleccione una opción de impuestos adecuada en el menú desplegable.



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

- 8 (fuera de EE.UU.)  
a Seleccione las partidas que desea incluir y, a continuación  
b Haga clic en Añadir a Líneas Incluidas  
c Rellene los detalles requeridos del Impuesto (Categoría, Descripción, Tasa, etc)



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

**Tax**

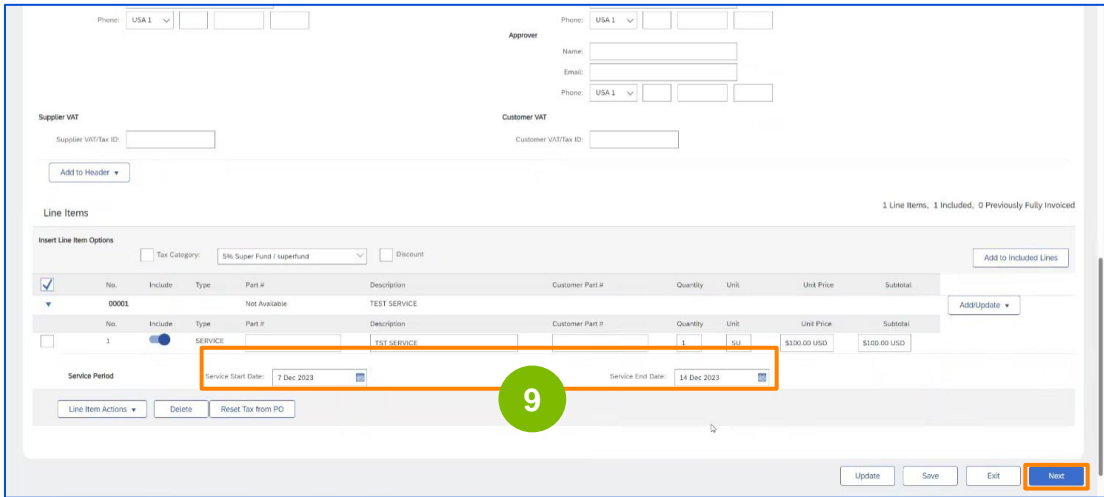
Category:	19% VAT / Standard Rate	Taxable Amount:	500.00 EUR
Location:		Tax Rate Type:	
Description:	Standard Rate	Rate(%):	19
Regime:		Tax Amount:	95.00 EUR
Date Of Pre-Payment:		Exempt Detail:	(no value)
Law Reference:		Date of Supply:	5 Aug 2024
		Triangular Transaction:	<input type="checkbox"/>



**Nota:** Puede configurar otras categorías de Impuestos, tasas y descripciones en el desplegable '**Configurar Impuestos**'.

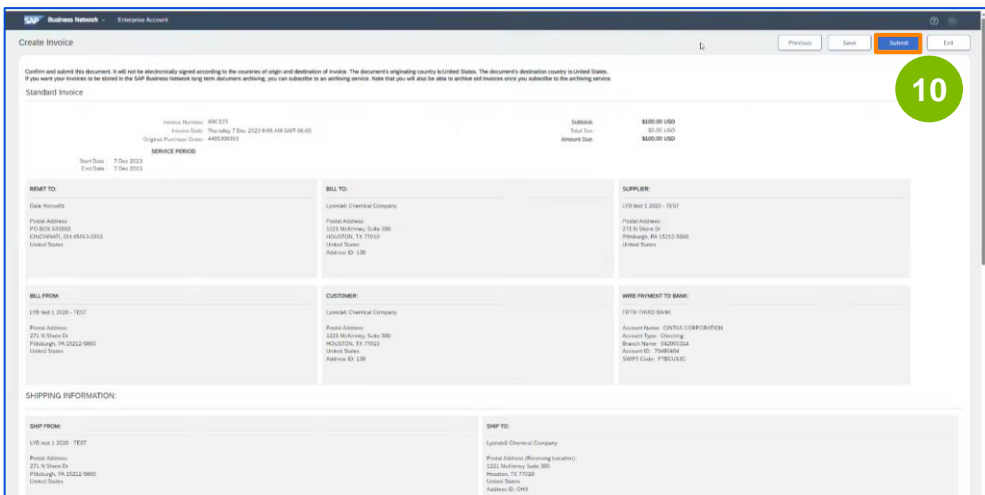
## Métodos de presentación de facturas - Factura a través de PO Flip (Servicios)

**9** Actualice o modifique los campos **Fecha de inicio del servicio** y **Fecha de finalización del servicio**. Haga clic en **Siguiente** para continuar.



The screenshot shows the 'Create Invoice' form in SAP Business Network. The 'Service Period' section is highlighted with a green circle containing the number 9. The 'Service Start Date' is 7 Dec 2023 and the 'Service End Date' is 14 Dec 2023. The 'Next' button is highlighted in orange at the bottom right.

**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.

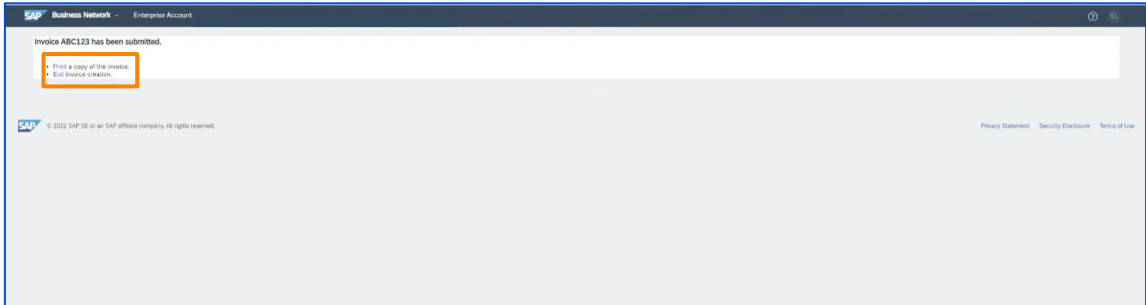


The screenshot shows the 'Review Invoice' page in SAP Business Network. A green circle with the number 10 highlights the 'Submit' button. The page displays invoice details including 'Invoice Number: ARI 523', 'Invoice Date: Thursday 7 Dec 2023 9:01 AM GMT-05:00', and 'Original Purchase Order: ARI000001'. It also shows 'SHIP TO' and 'BILL TO' information for Lyondell Chemical Company.



**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)



**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 - Abono (nivel de cabecera)

Los siguientes pasos son para los proveedores de LyondellBasell

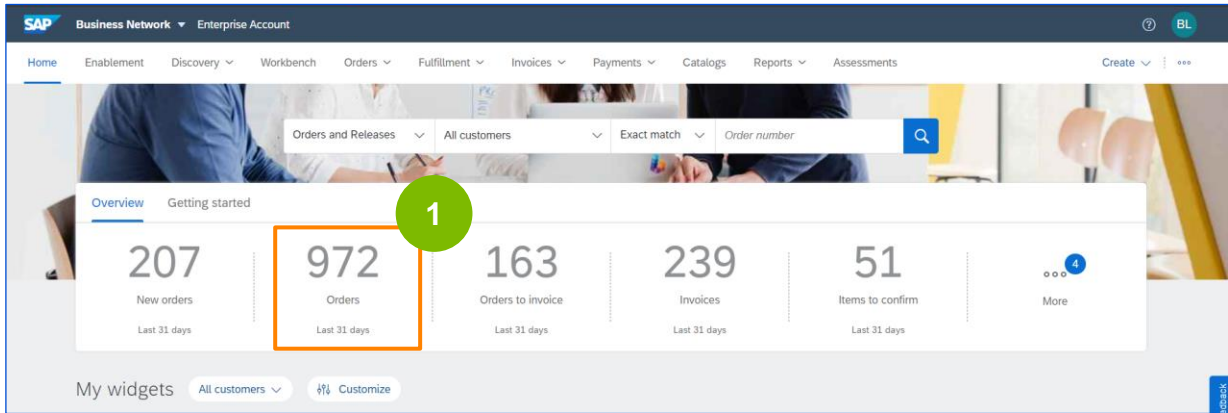


**Nota:** Los abonos a nivel de cabecera sólo se admiten en determinados países.

## Métodos de presentación de facturas - Abono (nivel de cabecera)

1

En la pantalla de inicio de Ariba Network, seleccione la pestaña Pedidos para ver una lista de los pedidos de compra.



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

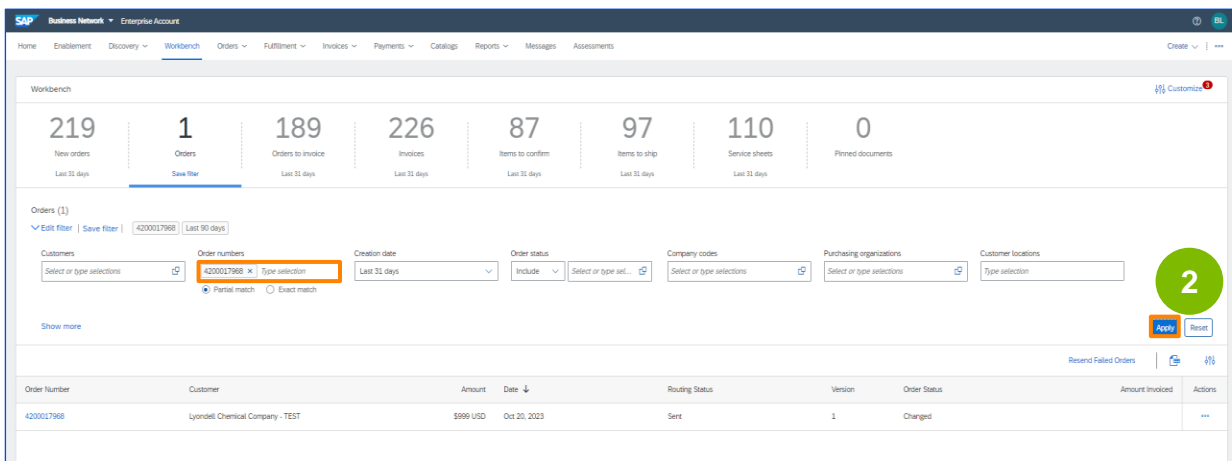
My widgets All customers Customize



**Nota:** También puede ver la lista de pedidos yendo a **Workbench > Pedidos**

2

Aparecerá la página de pedidos. Busque el pedido que desea abonar introduciendo el número de pedido en el campo **Números de pedido** y haciendo clic en **Aplicar**.



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 Save filter

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)

Edit filter Save filter 4200017968 Last 90 days

Customers Order numbers Creation date Order status Company codes Purchasing organizations Customer locations

Select or type selections 4200017968 X Type selection Last 31 days Include Select or type selections Select or type selections Select or type selections Type selection

Partial match Exact match

Show more

Resend Failed Orders

Order Number	Customer	Amount	Date	Routing Status	Version	Order Status	Amount Invoiced	Actions
4200017968	Lyonell Chemical Company - TEST	\$999 USD	Oct 20, 2023	Set	1	Changed		...





## Métodos de presentación de facturas - Abono (nivel de cabecera)

3

Aparecerá el pedido deseado. Haga clic en el botón Elipsis (...) > **Crear abono para el pedido** deseado para el que desea crear un abono.

4

Rellene la información en forma de abono (el importe y los impuestos deben ser negativos). Asegúrese de rellenar todos los campos obligatorios (marcados con asteriscos \*).

Next
Exit

### 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

## Métodos de presentación de facturas - Abono (nivel de cabecera)

5 Haga clic en **Siguiente** para continuar.

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 Revise el abono y haga clic en el botón **Enviar** para enviar la factura.

**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**



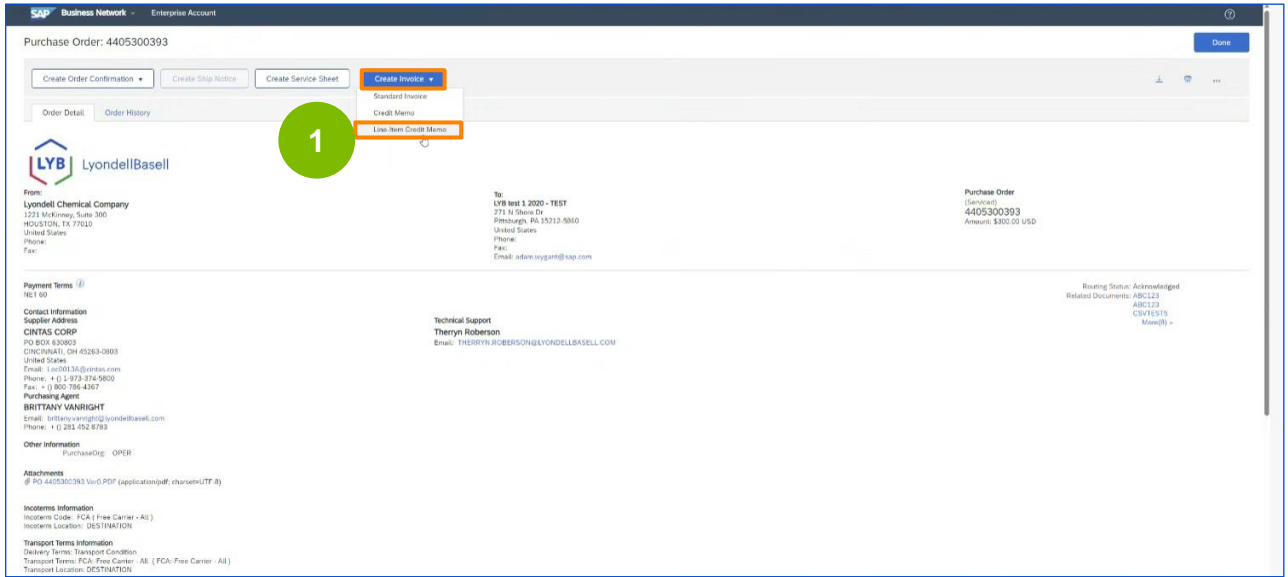
## Métodos de presentación de facturas - Abono (nivel de línea)

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

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

Order Detail | Order History

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 832903  
CINCINNATI, OH 45263-2903  
United States  
Email: cintas133@intas.com  
Phone: +1 513-774-5800  
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

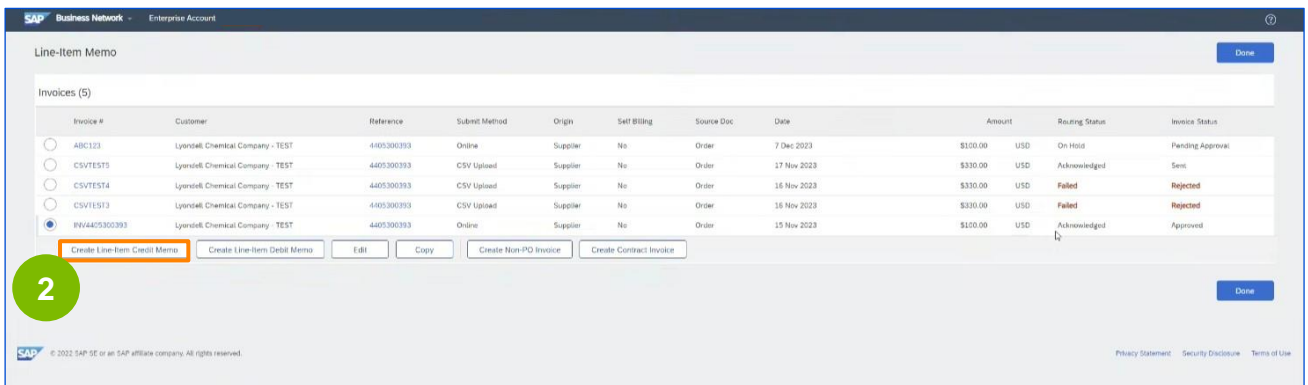
Technical Support  
Therryn Roberson  
Email: THERRYN.ROBERSON@LYONDELLBASELL.COM

Routing Status: Acknowledged  
Related Documents: ABC123  
ABC123  
CSV1513  
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	Submittal Method	Origin	Self Billing	Source Doc	Date	Amount	Currency	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
IN4405300393	Lyondell Chemical Company - TEST	4405300393	Order	Supplier	No	Order	15 Nov 2023	\$100.00	USD	Acknowledged	Approved

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

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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  
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

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

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:

Service Start Date: 7 Dec 2023

Service End Date: 14 Dec 2023

View/Edit Addresses

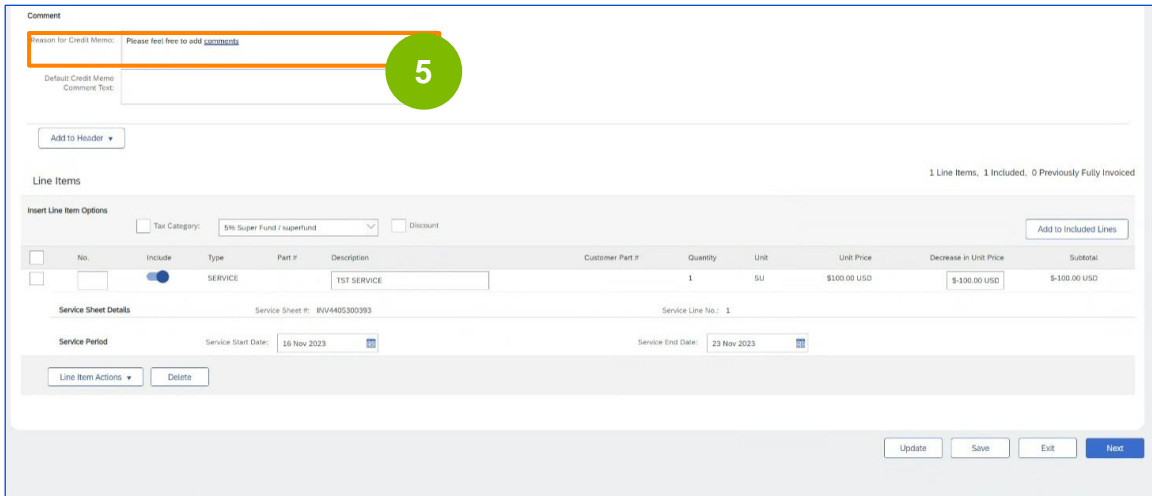
View/Edit Addresses

View/Edit Addresses

## 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:  **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 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

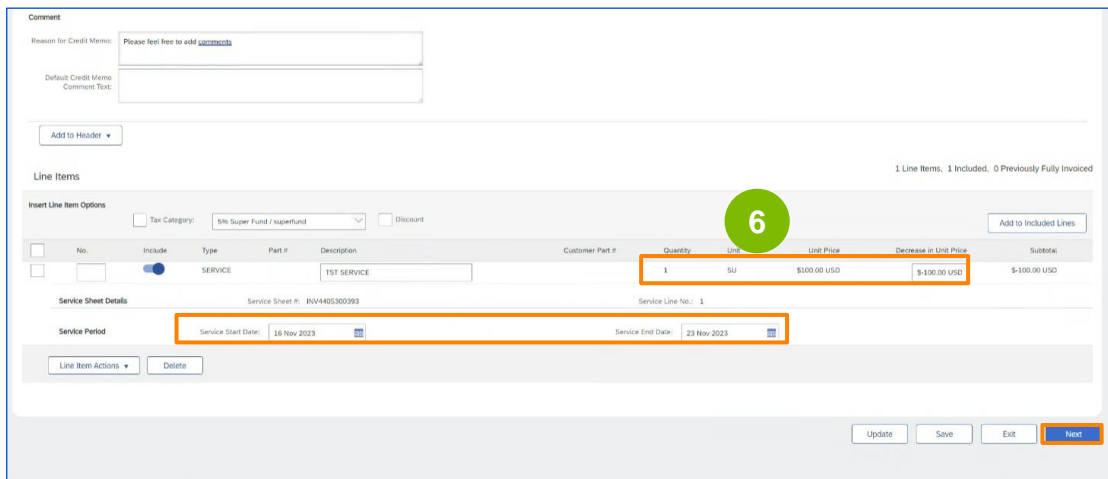
Service Sheet Details Service Sheet #: INV4405300393 Service Line No.: 1

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.
- Todos los importes 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 8:23:04 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 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> Date Horowitz Postal Address: PO BOX 430063	<b>BILL TO:</b> Lyondell Chemical Company Postal Address: 1222 McKinney, Suite 300	<b>SUPPLIER:</b> LYB test 1 2020 - TEST Postal Address: 271 N Shreve Dr
<b>BILL FROM:</b> LYB test 1 2020 - TEST Postal Address: 271 N Shreve Dr	<b>CUSTOMER:</b> Lyondell Chemical Company Postal Address: 1222 McKinney, Suite 300	<b>WIRE PAYMENT TO BANK:</b> FIFTH THIRD BANK Account Name: CREDIT CORPORATION Account Type: Checking

**SHIPPING INFORMATION:**

<b>SHIP FROM:</b> LYB test 1 2020 - TEST Postal Address:	<b>SHIP TO:</b> Lyondell Chemical Company 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

More

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.

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	...



## Métodos de presentación de facturas - Copiar facturas

3 Aparecerá un menú desplegable. Seleccione **Copiar** para continuar.

Workbench

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 | Invoice type: All

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   Copy   Print   Refresh

Context menu: Create line-item credit memo, Create line-item debit memo, Edit, Copy (highlighted), Print, Refresh

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.

SAP Business Network Enterprise Account

Invoice: Copy of 17415872

Invoice Header

Summary

Purchase Order: 4404969104 | Invoice # 1 | Invoice Date: 05 Oct 2023

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

Shipping: Header level shipping | Ship From: LYB Invt 1 2023 - TEST | Ship To: Lyondell Chemical Company

Payment Term: Net Term(s): 00

Additional Fields: Supplier Account ID, Customer Reference, Supplier Reference, Payment Note, Service Start Date, Service End Date



**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> Jon Doe Postal Address:	<b>BILL TO:</b> ChannelView Equistar Postal Address: 8281 Sheldon Road ChannelView, TX 77530-2963 United States Address ID: CHO Phone (work): +1 (281) 4528888	<b>SUPPLIER:</b> LYB test 1 2020 - TEST
<b>BILL FROM:</b> LYB test 1 2020 - TEST Postal Address:	<b>CUSTOMER:</b> ChannelView Equistar Postal Address: 8281 Sheldon Road ChannelView, TX 77530-2963 United States Address ID: CHO	<b>WIRE PAYMENT TO BANK:</b> FIFTH THIRD BANK Account Name: Account Type: Branch Name: Account ID: 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 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 following elements: a dropdown menu for 'Invoices', a dropdown for 'Lyondell Chemical Compar', a dropdown for 'Exact match', and a text input field containing the invoice number '11221654'. A green circle with the number '3' is overlaid on the search input field. Below the search bar, there is a dashboard with several widgets. The first widget shows 'Overview' with 'Getting started' and five cards: '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 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' overlaid on the search button (magnifying glass icon) to the right of the search input field.



## Gestión de facturas - Buscar una factura

5

Aparecerá la factura deseada. Seleccione el número de factura para ver los detalles.

**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



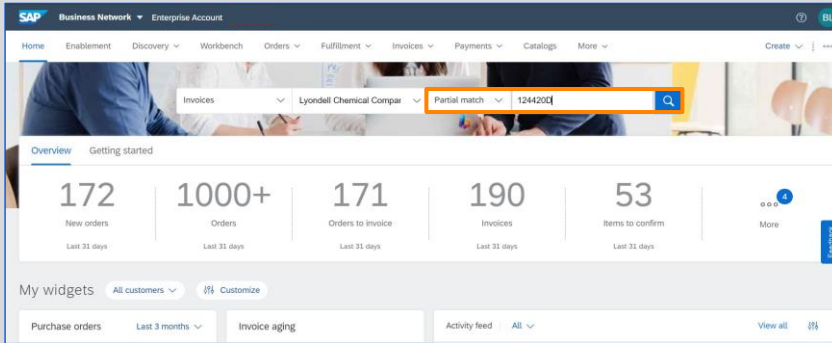
**Nota:** Aparecen los detalles de la factura deseada.



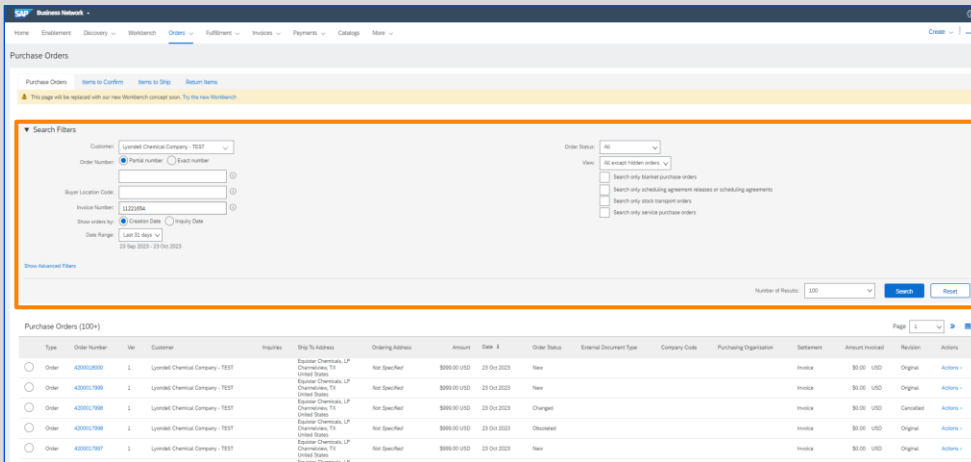
## Gestión de facturas - Buscar una factura



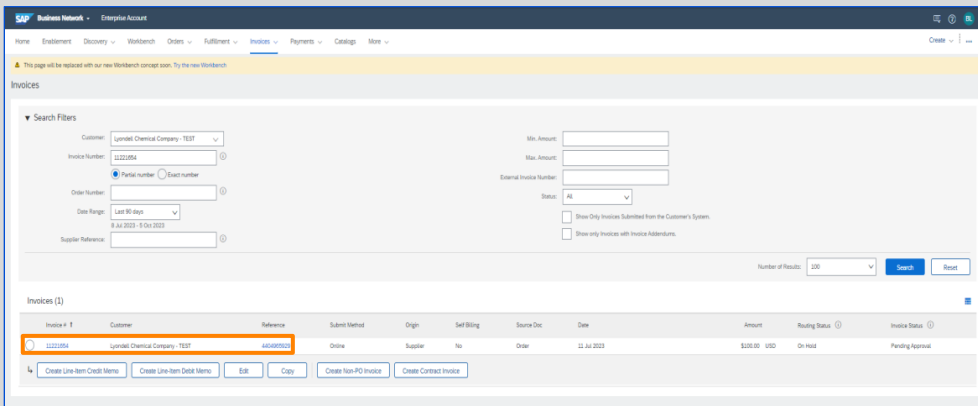
**Nota:** Si no conoce el número exacto de factura, puede seleccionar coincidencia parcial en el menú desplegable y hacer clic en buscar.



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.





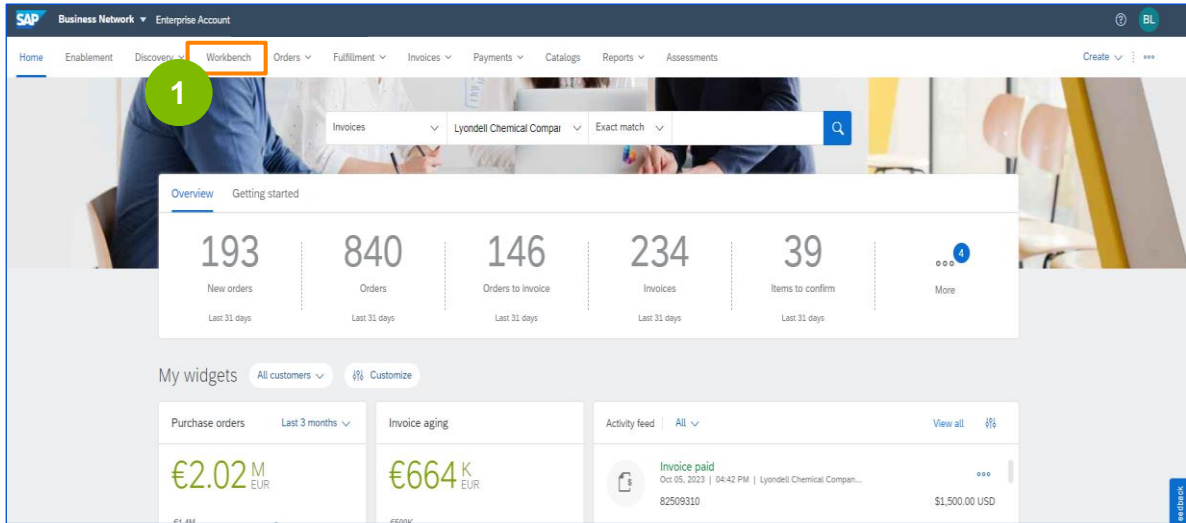


## Gestión de facturas - Comprobar el estado de las facturas

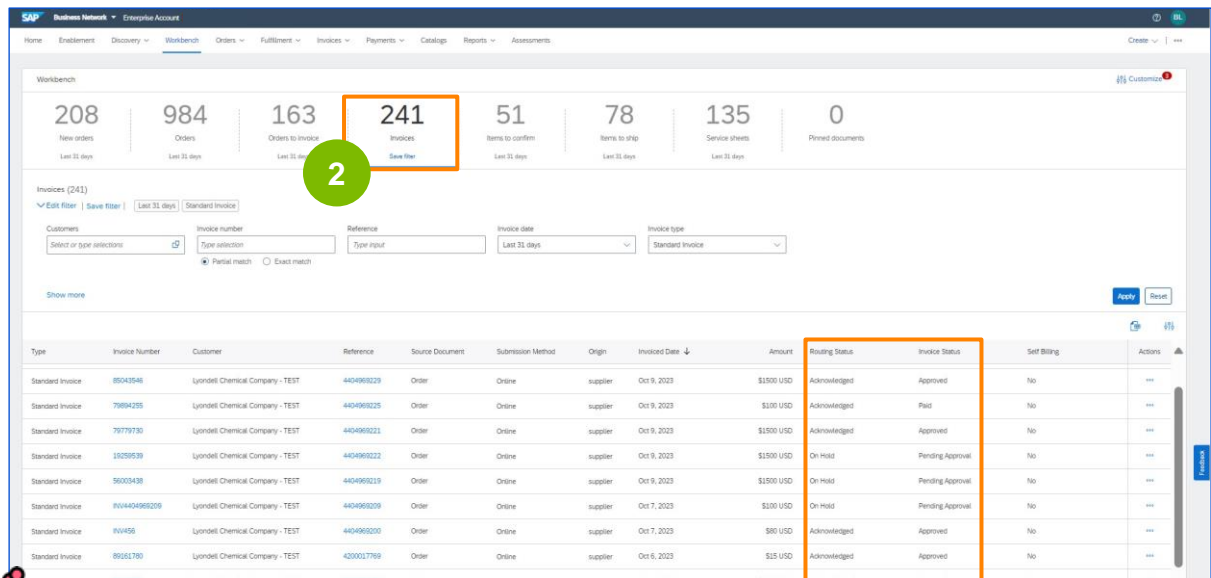
Los siguientes pasos son para **los proveedores de LyondellBasell**

## 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	8044956	Lyondell Chemical Company - TEST	4404969205	Order	Online	supplier	Oct 7, 2023	\$80 USD	Acknowledged	Approved	No	...
Standard Invoice	80261780	Lyondell Chemical Company - TEST	4200027769	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

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

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 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

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	...



## 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 **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  
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 **4** 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.

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

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)

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  
Payment Proposal: 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



**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
Quoted		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 **Criteria**. 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
<input checked="" type="radio"/> 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 'Enterprise Account'. The 'Reports' section is active, showing a table of report templates. The 'Report1' template is selected, and its status is 'Processed'. The 'Download' button is highlighted with a green circle containing the number '9'. Below the table, there are buttons for 'Run', 'Download', 'Edit', 'Copy', 'Delete', 'Create', and 'Refresh Status'. The 'Download' button is the focus of the instruction.

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. 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. Below these are widgets for Purchase orders (€2.04M EUR) and Invoice aging (€673K EUR). The right-hand side shows a user profile for Bradley Lapp and a 'Settings' menu. The 'Settings' menu is open, and 'Electronic Invoice Routing' is highlighted with a red box. A green circle with the number '1' is placed over the menu item.

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. 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 tab. Below the tabs, the 'Capabilities & Preferences' section is visible, including '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) [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 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, you can download archived invoices from the [Outbox > Archived Invoices](#) page.

**3**

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, you can 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

**4**

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

**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:

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**



# Français



# Réseau Ariba

## Guide de facturation des fournisseurs

### Aide à l'emploi LyondellBasell

**Publié:** Octobre 2023

**Révisé:** Janvier 2025

**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 en-tête)**
- **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 Supplemental - 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)**

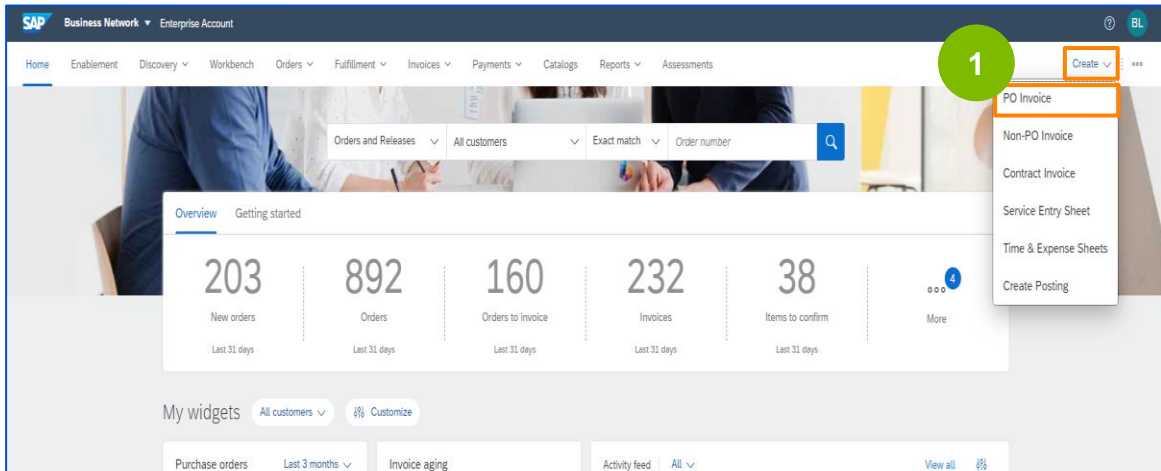
Les étapes suivantes s'adressent aux **fournisseurs de LyondellBasell**



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

1

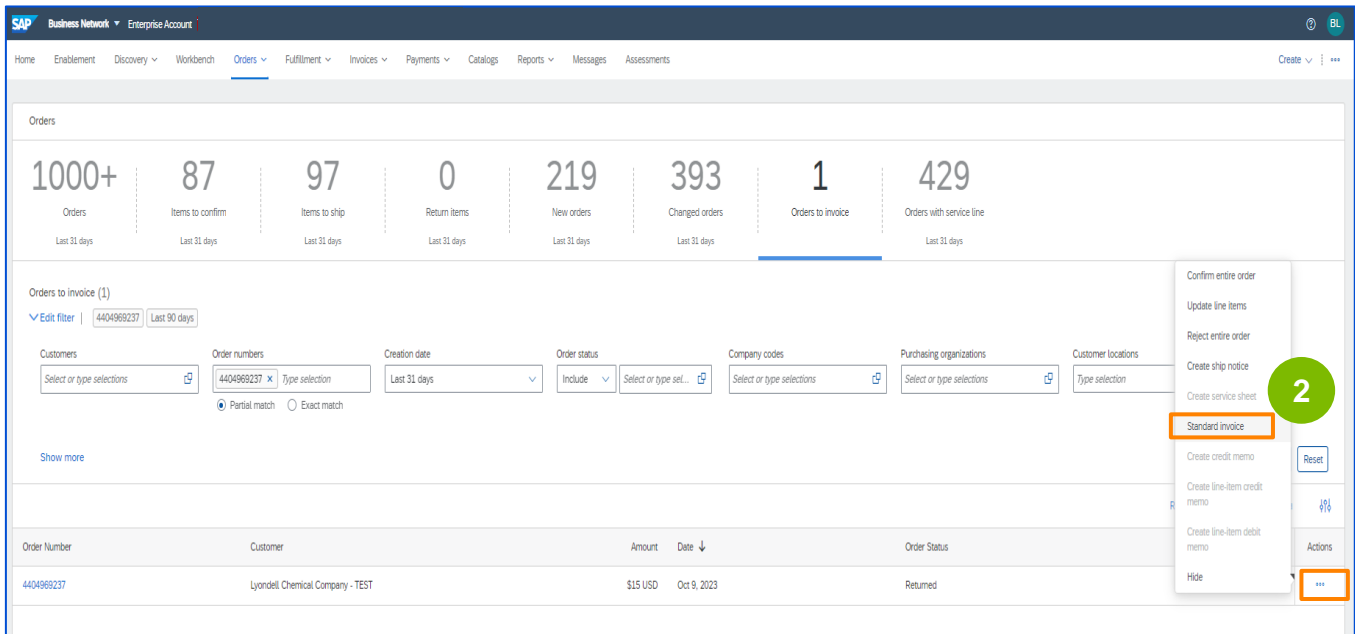
Sur l'écran d'accueil de votre compte Ariba Network, sélectionnez le menu déroulant **Créer** et choisissez **Facture PO**.



La page des commandes s'affiche.

2

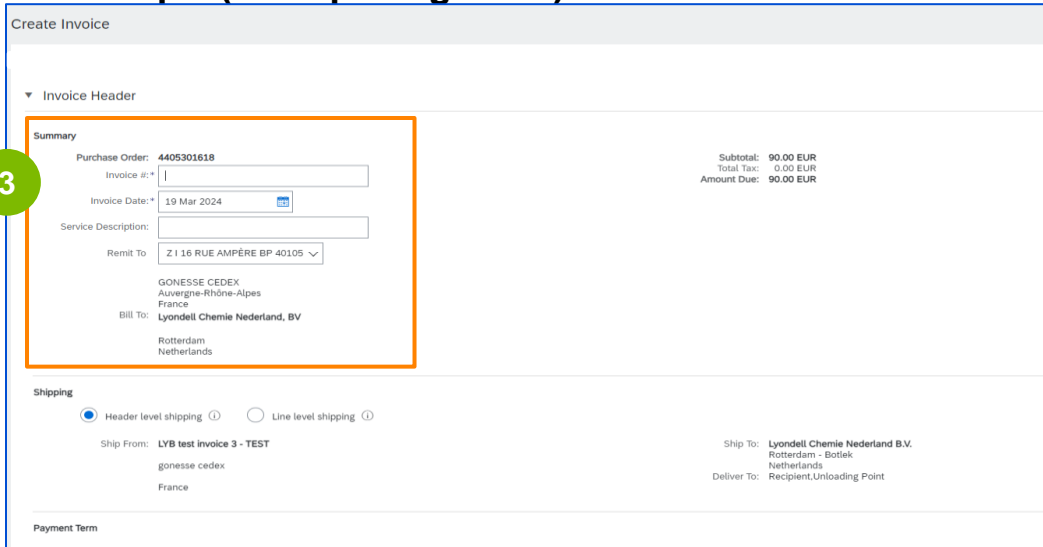
Recherchez la facture souhaitée et cliquez sur le bouton Ellipse (...) > **Facture standard** pour la commande souhaitée pour laquelle vous souhaitez créer une facture.



## 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

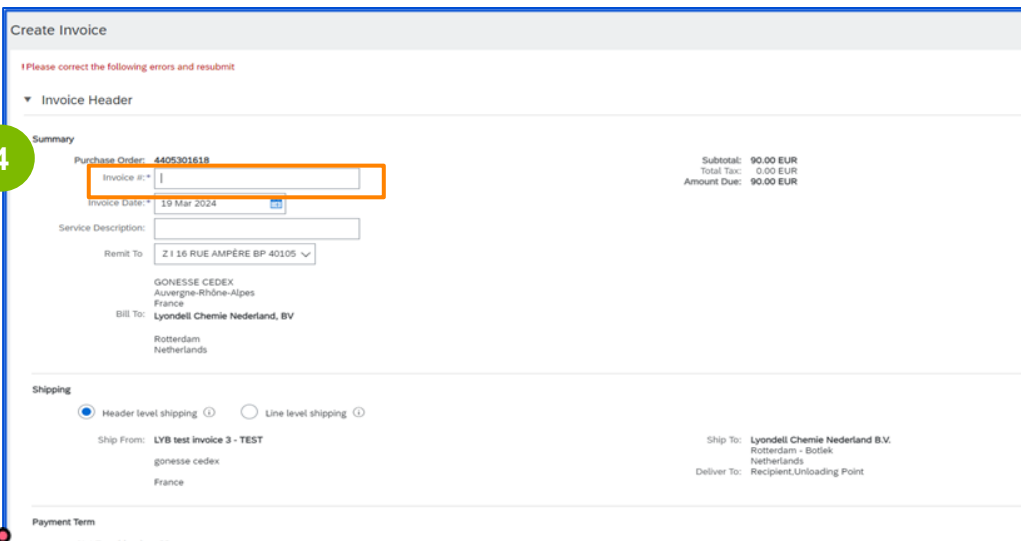
Ship To: Lyondell Chemie Nederland B.V.  
Rotterdam - Botlek  
Netherlands

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

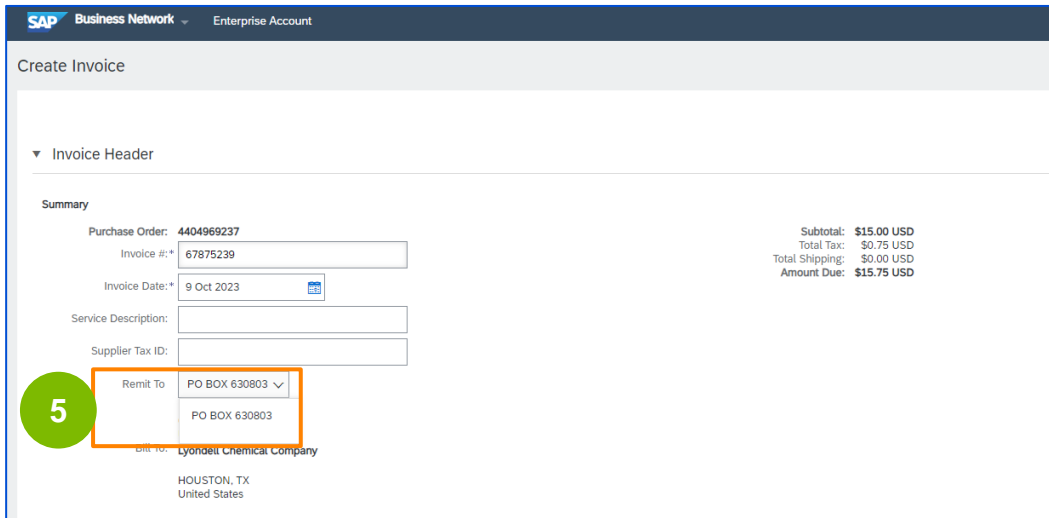
Deliver To: Recipient,Unloading Point

Payment Term

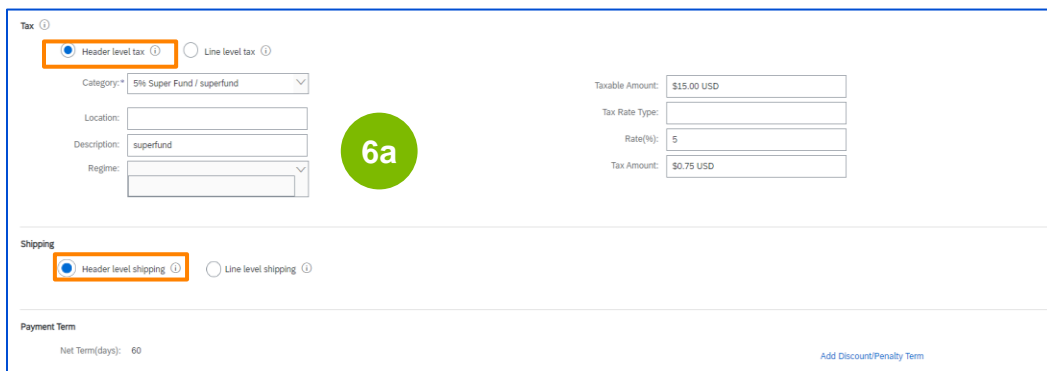
 **Remarque:** Si vous souhaitez ajouter des lettres dans le champ "Invoice #", elles doivent être en majuscules.

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

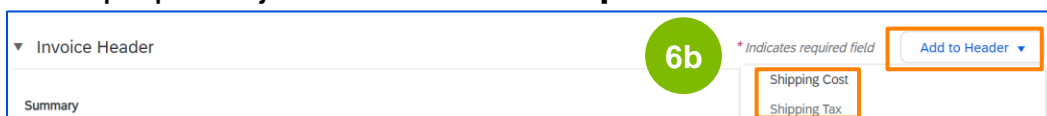
**5** Sélectionnez une adresse de **remise** appropriée dans la liste déroulante.



**6** a. (États-Unis uniquement) Sélectionnez la **taxe d'en-tête** et l'expédition en sélectionnant les cases d'option appropriées.



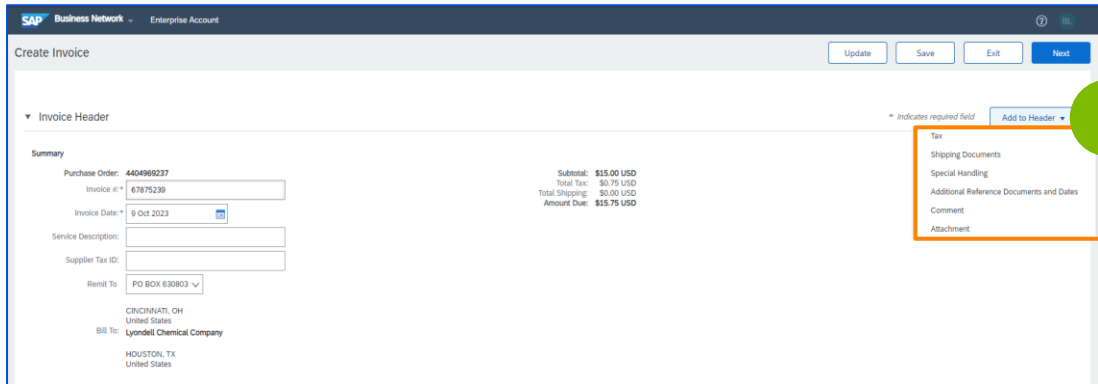
b. (hors États-Unis) Sélectionnez l'expédition au niveau de l'en-tête en sélectionnant la case d'option appropriée. Cliquez sur « **Ajouter à l'en-tête** » et choisissez « **Frais de port** ». Répétez cette étape pour ajouter la « **Taxe d'expédition** ».



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

7

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



8

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

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

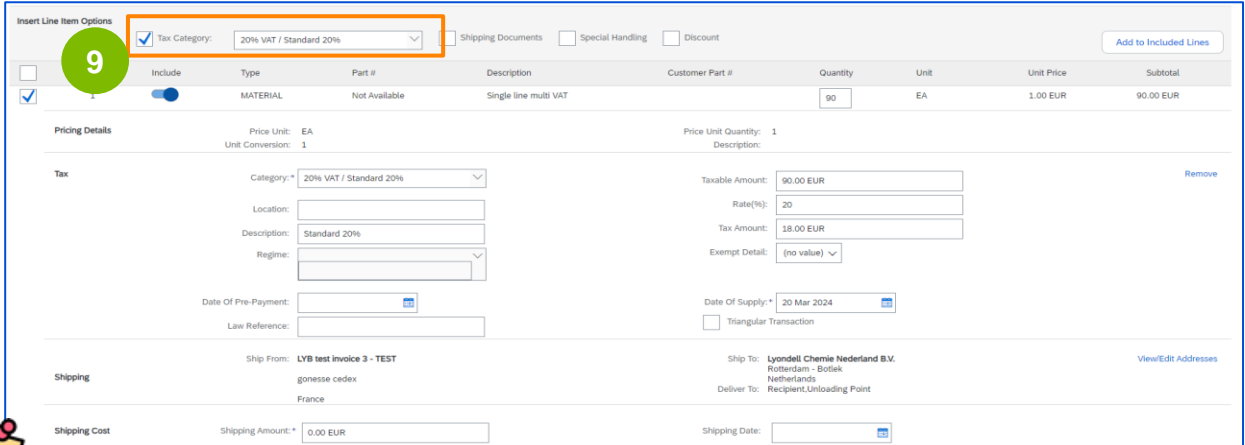
Line Item Actions ▾ Delete



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

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

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



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 Line 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:

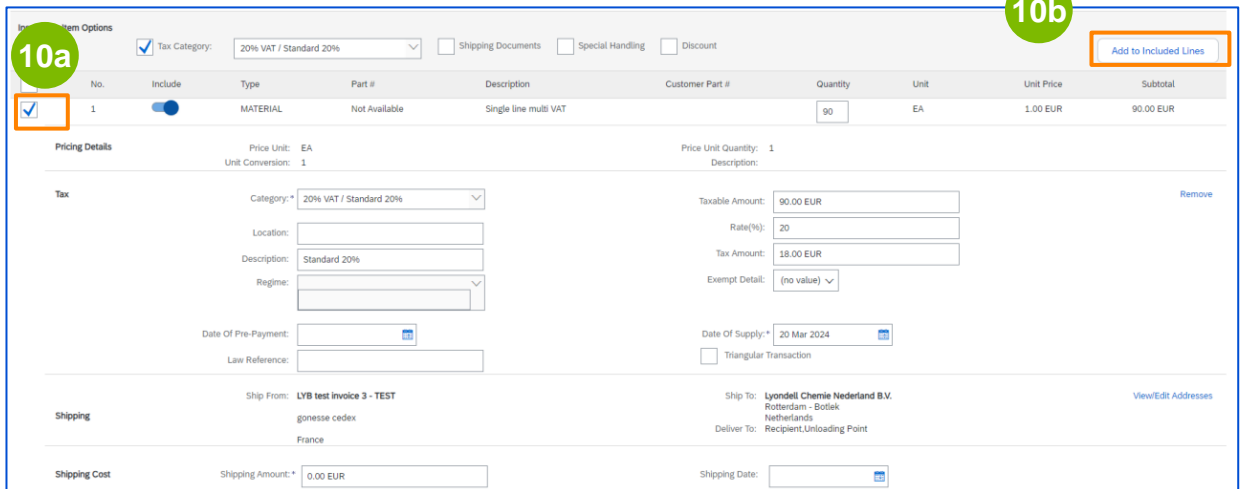
**Tax**  
Category: 20% VAT / Standard 20% Taxable Amount: 90.00 EUR  
Location: Rate(%): 20  
Description: Standard 20% Tax Amount: 18.00 EUR  
Regime: Exempt Detail: (no value)  
Date Of Pre-Payment: Date Of Supply: 20 Mar 2024  
Law Reference:  Triangular Transaction

**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:

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

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



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 Line 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  
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:



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



### Notes:

- Des **détails supplémentaires** peuvent être consultés au niveau de l'article en éditant un article.

The screenshot shows the SAP Line Items interface. On the left, the 'Line Item Actions' dropdown menu is open, and the 'Edit' option is highlighted with an orange box. The main area displays a table with one line item:

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



- Pour ajouter des commentaires aux postes, sélectionnez Postes, cliquez sur **Actions de poste > Commentaires**.

The screenshot shows the SAP Line Items interface with the 'Line Item Actions' dropdown menu open. The 'Comments' option is highlighted with an orange box. The menu options are: Edit, Add, Shipping Documents, Special Handling, Pricing Details, Discount, Allowance, Charge, Comments, and Attachment. The 'Comments' option is highlighted with an orange box. The main area shows buttons for 'Update', 'Save', 'Exit', and 'Next'.

The screenshot shows the SAP Comments input field. The field is labeled 'Comments' and has a 'Remove' button to its right.



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

11 Cliquez sur **Suivant** pour continuer.

SAP Business Network Enterprise Account

Create Invoice

Update Save **11** 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

12 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 Invoice

Previous Save **12** 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

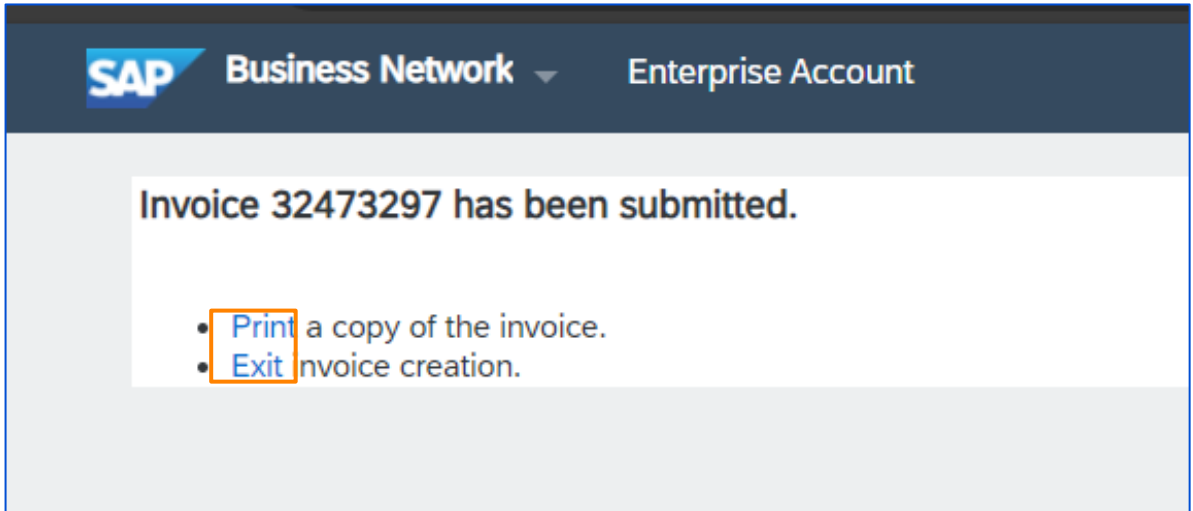
SERVICE PERIOD  
Start Date : 9 Oct 2023  
End Date : 11 Oct 2023

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



**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)



**Remarque:** 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.





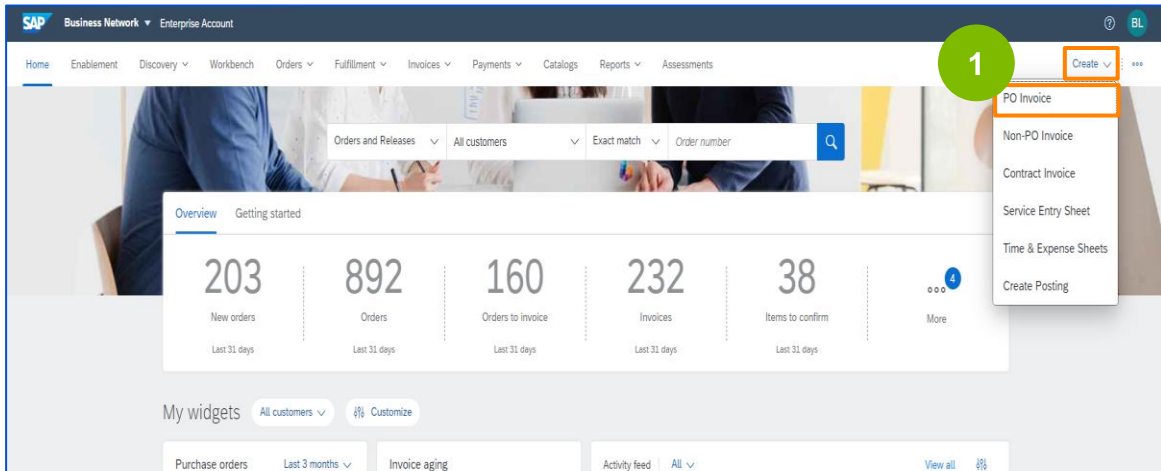
## Méthodes de soumission des factures - Facture via PO Flip (Services)

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

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

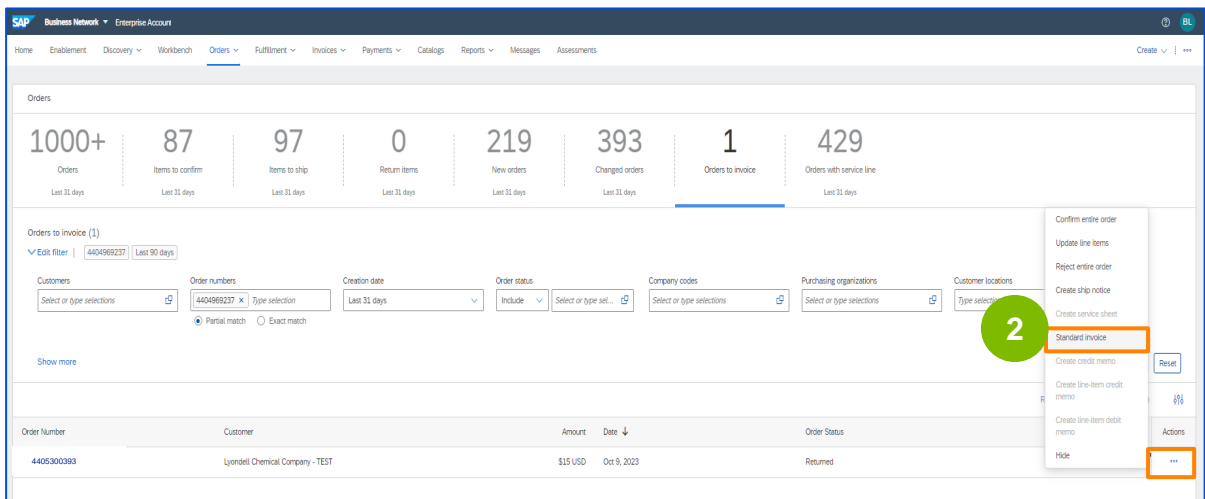
1

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', 'Bill To', 'Tax', 'Shipping', and 'Payment Term'.

4

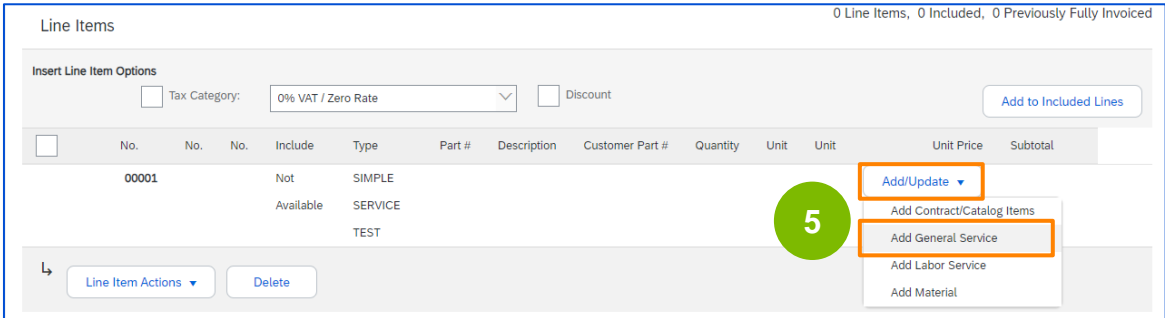
Faites défiler vers le bas et ajoutez la **date de début du service** et la **date de fin du service** pour la facture.

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', 'Supplier Reference', 'Payment Note', 'Supplier', 'Customer', 'Field Contractor', and 'Field Engineer'.

## 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	SERVICE		TEST						

Line Item Actions

**5**

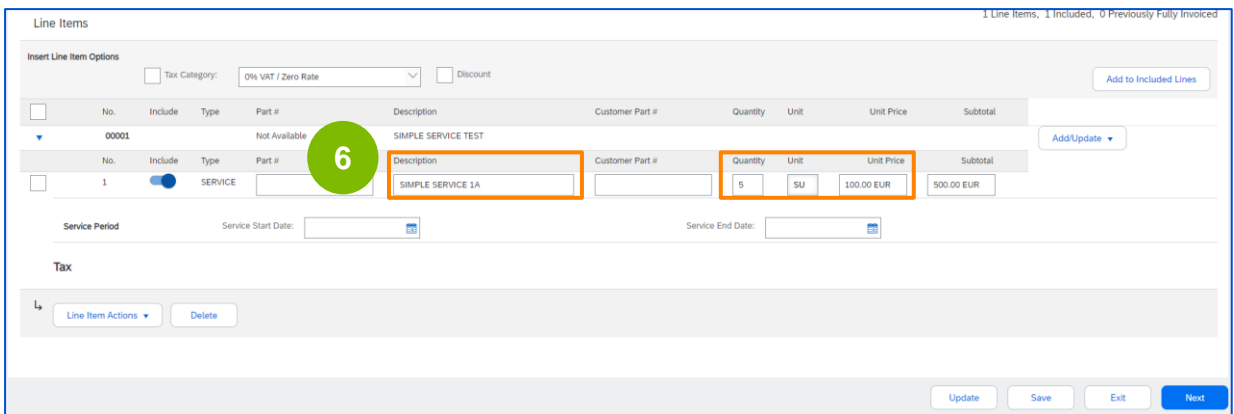
- Add/Update
- Add Contract/Catalog Items
- Add General Service
- Add Labor Service
- Add Material



**Remarque:** 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		SIMPLE SERVICE 1A		5	SU	100.00 EUR	500.00 EUR

Service Period Service Start Date:  Service End Date:

Tax

Line Item Actions

**6**

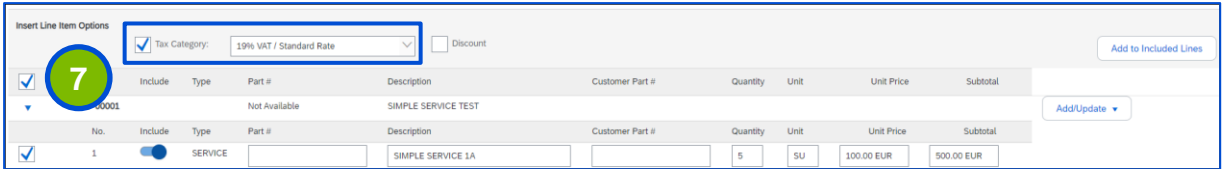
Update Save Exit Next



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

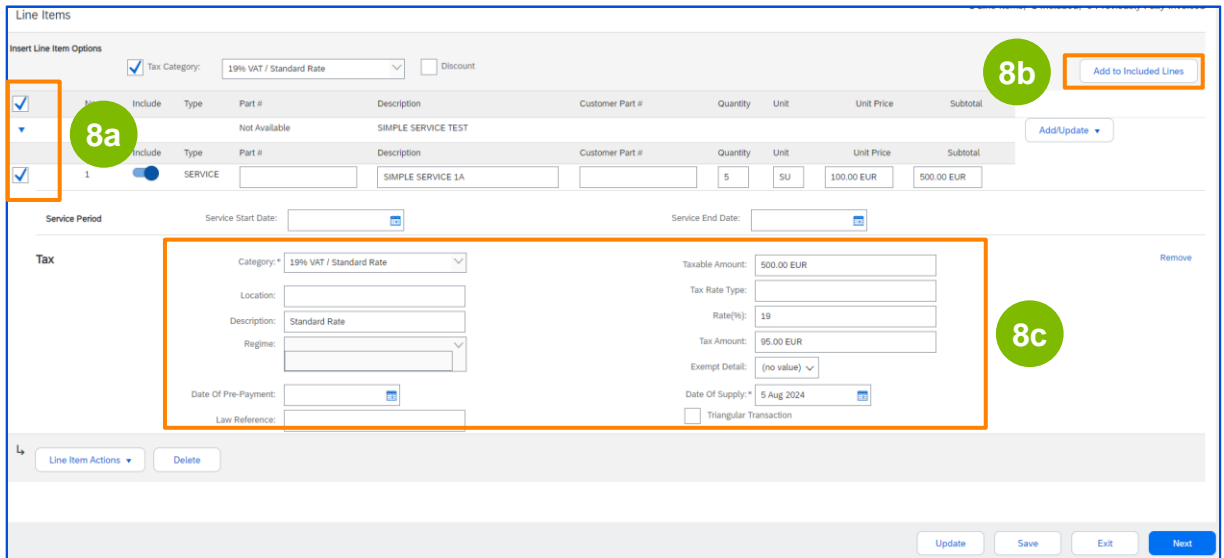
## Méthodes de soumission des factures - Facture via PO Flip (Services)

- 7 (hors États-Unis) Cliquez sur **Catégorie de taxe** et sélectionnez une option de taxe appropriée dans la liste déroulante.



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

- 8 (hors États-Unis)
- Sélectionnez les lignes que vous souhaitez inclure, puis
  - Cliquez sur Ajouter aux lignes incluses
  - Remplir les détails de la taxe (catégorie, description, taux, etc.)



Service Period: Service Start Date: [ ] Service End Date: [ ]

**Tax**

Category: 19% VAT / Standard Rate Taxable Amount: 500.00 EUR

Location: [ ] Tax Rate Type: [ ]

Description: Standard Rate Rate(%): 19

Regime: [ ] Tax Amount: 95.00 EUR

Date Of Pre-Payment: [ ] Exempt Detail: (no value)

Law Reference: [ ] Date Of Supply: 5 Aug 2024

Triangular Transaction

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



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



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

9

Mettez à jour ou modifiez les champs **Date de début du service** et **Date de fin du service**. Cliquez sur **Suivant** pour continuer.

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**

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.

Standard Invoice

Invoice Number: 480233 | Invoice Date: Thursday 7 Dec 2023 8:08 AM GMT-06:00 | Original Purchase Order: 448926900

Subtotal: \$100.00 USD | Tax Tot: \$0.00 USD | Amount Due: \$100.00 USD

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

SEND TO: Date Network: | Postal Address: PO BOX 435883

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

SUPPLIER: LYN 1001 - TEST | Postal Address:

BILL FROM: LYN 1001 - TEST | Postal Address:

CUSTOMER: Lyondell Chemical Company | Postal Address: 3221 McKinnon, Suite 300

WIRE PAYMENT TO BANK: 1976 THIRD BANK | Account Name: CREDIT CORP/IBOR/IBOR | Account Type: Checking

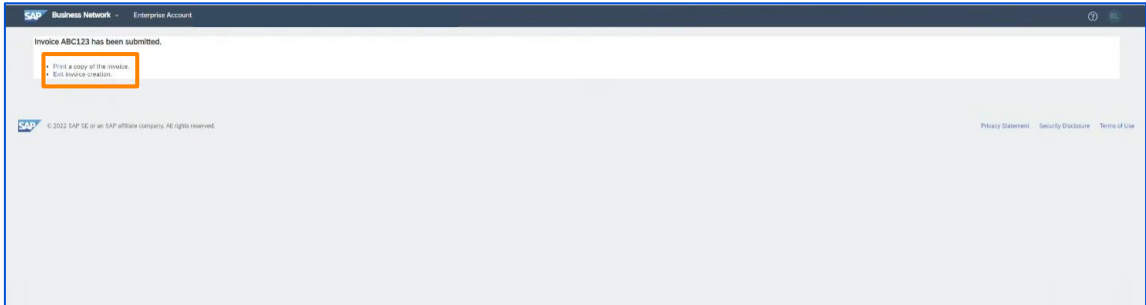
SHIPPING INFORMATION: SHIP FROM: LYN 1001 - TEST | SHIP TO: Lyondell Chemical Company | Postal Address (Shipping Location): 3221 McKinnon, Suite 300

Previous | Save | **Submit** | Exit



**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 (Services)



**Remarque:** 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 - Note de crédit (niveau en-tête)

Les étapes suivantes s'adressent aux fournisseurs de LyondellBasell



**Note:** Les notes de crédit au niveau de l'en-tête ne sont prises en charge que dans certains pays.





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

1

Dans l'écran d'accueil d'Ariba Network, sélectionnez l'onglet Commandes pour afficher la liste des commandes d'achat.

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



**Note:** Vous pouvez également consulter la liste des commandes d'achat en allant dans **Workbench > Commandes**

2

La page des bons de commande s'affiche. Recherchez la commande souhaitée qui doit être créditée en saisissant le numéro de commande dans le champ **Numéros de commande** et en cliquant sur **Appliquer**.

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 Pinned documents

Orders (1)

Customers Order numbers Creation date Order status Company codes Purchasing organizations Customer locations

4200017968

Apply

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		...



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

3

La commande souhaitée apparaît. Cliquez sur le bouton Ellipse (...) > **Créer une note de crédit** pour la commande souhaitée pour laquelle vous souhaitez créer une note de crédit.

4

**Complétez** les informations sous la forme d'une note de crédit (le montant et les taxes doivent être négatifs). Veillez à ce que tous les champs obligatoires (marqués d'un astérisque \*) soient remplis.

Create Credit Memo
Next
Exit

---

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



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

5 Cliquez sur **Suivant** pour continuer.

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 Examinez la note de crédit et cliquez sur le bouton **Soumettre** pour soumettre la facture.

**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**



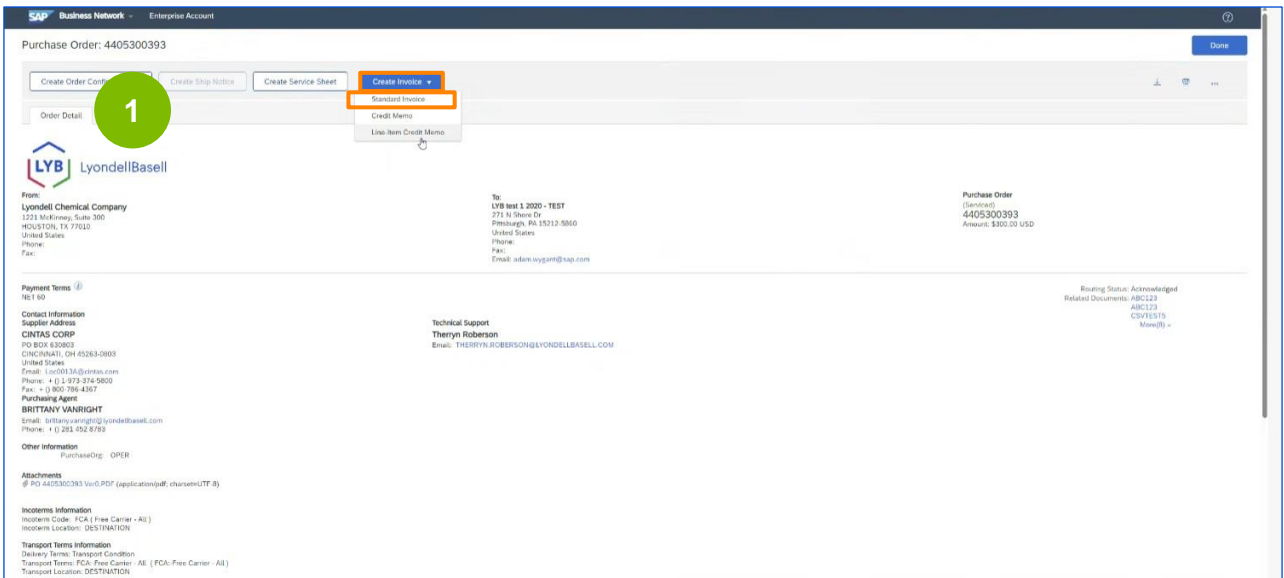
## Méthodes de soumission des factures - Note de crédit (niveau ligne)

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.

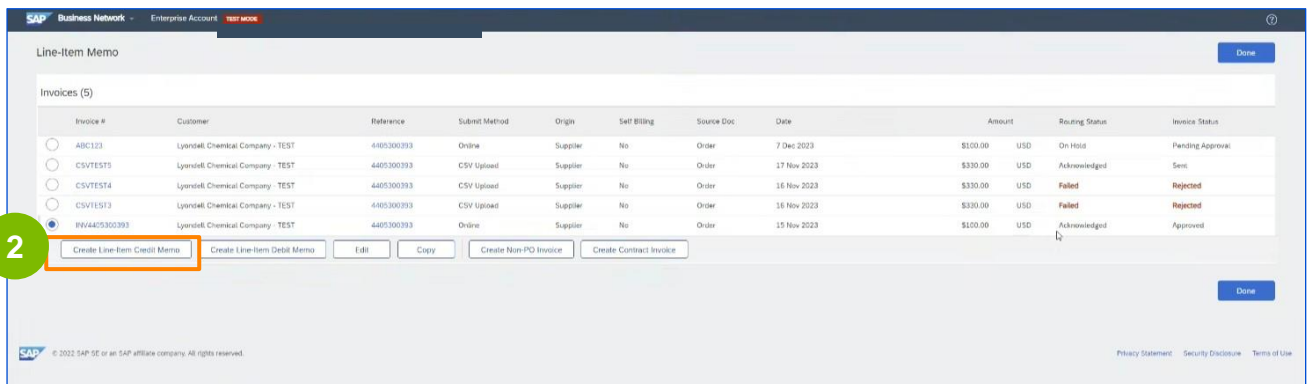


The screenshot shows the SAP Business Network interface for a Purchase Order (4405300393). A green circle with the number '1' highlights the 'Create Invoice' dropdown menu, which is open and shows 'Line Item Credit Memo' as the selected option. The interface includes contact information for LyondellBasell and CINTAS CORP, payment terms, and technical support details.

2

La page **Mémo ligne** s'affiche.

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

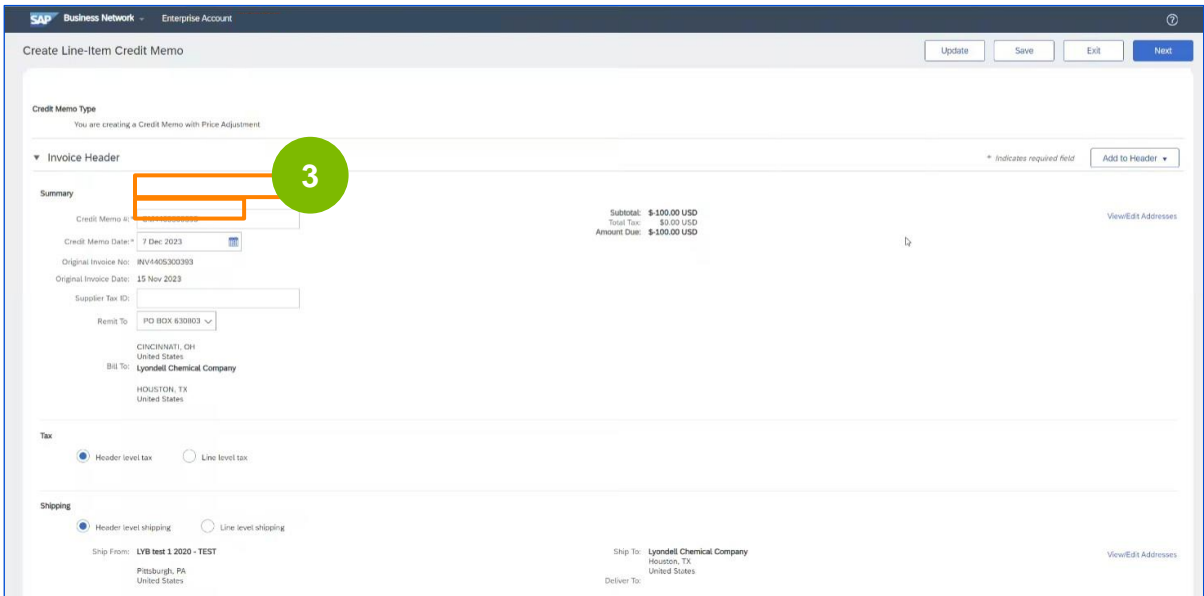


The screenshot shows the 'Line-Item Memo' page in SAP Business Network. A table lists five invoices with columns for Invoice #, Customer, Reference, Submit Method, Origin, Self Billing, Source Doc, Date, Amount, Routing Status, and Invoice Status. The first invoice (ABC123) is selected. Below the table, a green circle with the number '2' highlights the 'Create Line-Item Credit Memo' button.

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
CSVTE575	Lyondell Chemical Company - TEST	4405300393	CSV Upload	Supplier	No	Order	17 Nov 2023	\$330.00 USD	Acknowledged	Sent
CSVTE574	Lyondell Chemical Company - TEST	4405300393	CSV Upload	Supplier	No	Order	16 Nov 2023	\$330.00 USD	Failed	Rejected
CSVTE573	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

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

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



**3**

Summary

Credit Memo ID:

Credit Memo Date: 7 Dec 2023

Original Invoice No: INV405300293

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

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

View/Edit Addresses

Tax:  Header level tax  Line level tax

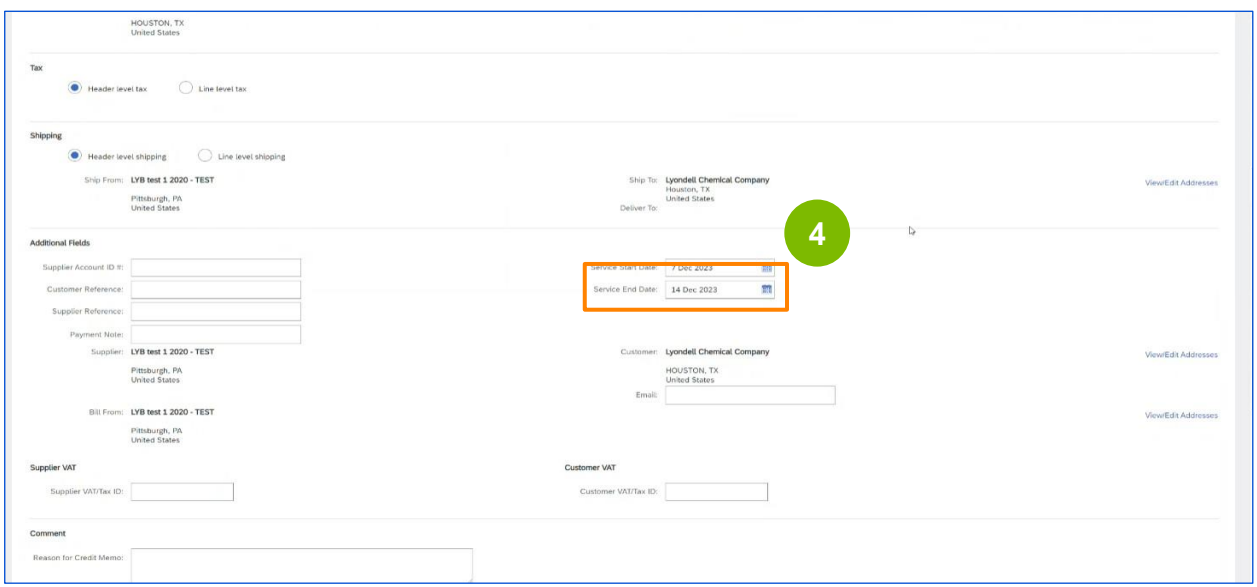
Shipping:  Header level shipping  Line level shipping

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

Ship To: Lyondell Chemical Company  
Houston, TX  
United States

Deliver To:

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



**4**

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:

Customer VAT:

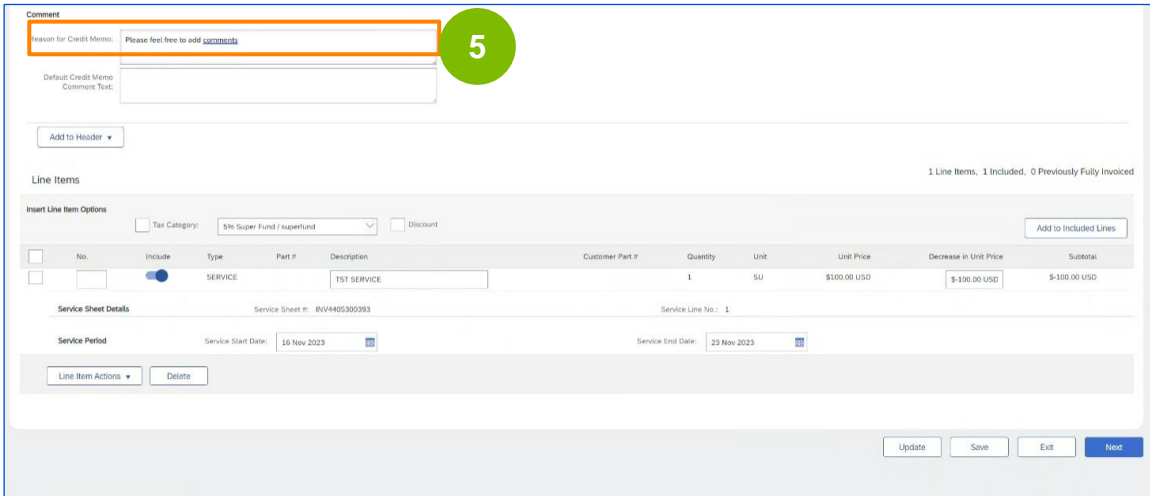
Service Start Date: 7 Dec 2023

Service End Date: 14 Dec 2023

Comment: Reason for Credit Memo:

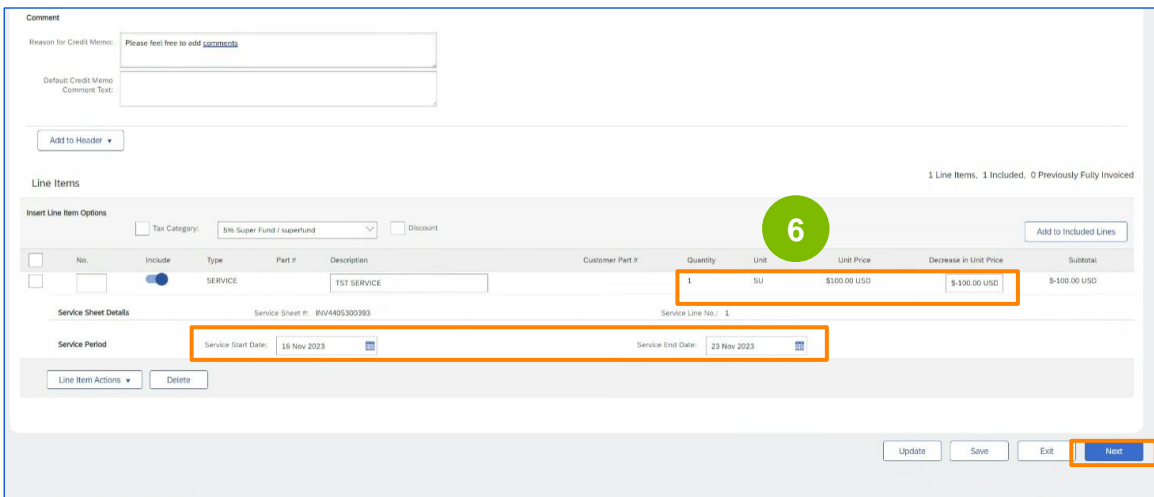
## Méthodes de soumission des factures - Note de crédit (niveau ligne)

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



The screenshot shows the 'Comment' section of the Ariba Network Invoicing interface. The 'Reason for Credit Memo' field is highlighted with a green circle and the number 5. Below it, there are fields for 'Default Credit Memo' and 'Comment Text'. The 'Line Items' section is visible below, showing a table with columns for 'No.', 'Include', 'Type', 'Part #', 'Description', 'Customer Part #', 'Quantity', 'Unit', 'Unit Price', 'Decrease in Unit Price', and 'Subtotal'. The 'Service Sheet Details' section is also visible, showing 'Service Sheet #', 'Service Line No.', 'Service Start Date', and 'Service End Date'.

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.



The screenshot shows the 'Line Items' section of the Ariba Network Invoicing interface. The 'Line Items' table is highlighted with a green circle and the number 6. The 'Service Period' section is also visible, showing 'Service Start Date' and 'Service End Date'. The 'Next' button is highlighted with a green circle and the number 6.



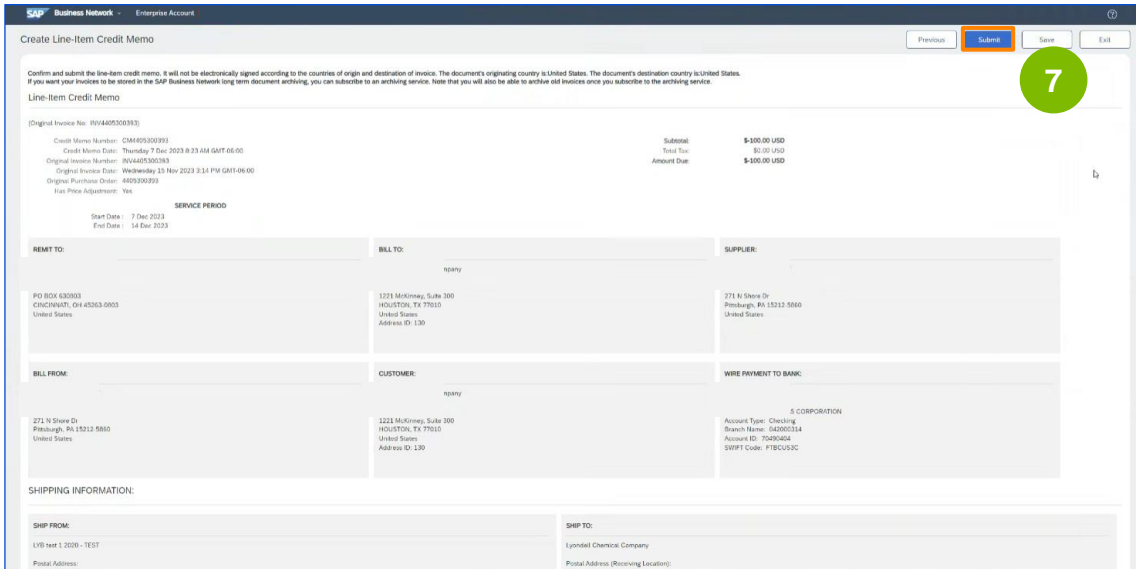
### Remarque:

- 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  
Credit Memo Date: Thursday 7 Dec 2023 8:33 AM GMT 08:00  
Original Invoice Number: 8104405300393  
Original Invoice Date: Wednesday 31 Nov 2023 3:34 PM GMT-08:00  
Original Purchase Order: 4809300393  
Full Price Adjustment: Yes

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

REMY TO:	BILL TO:	SUPPLIER:
PO BOX 630003 CINCINNATI, OH 45263-0003 United States	1221 McKinney, Suite 300 HOUSTON, TX 77010 United States Address ID: 130	271 N Shore Dr Pittsburgh, PA 15112-5860 United States

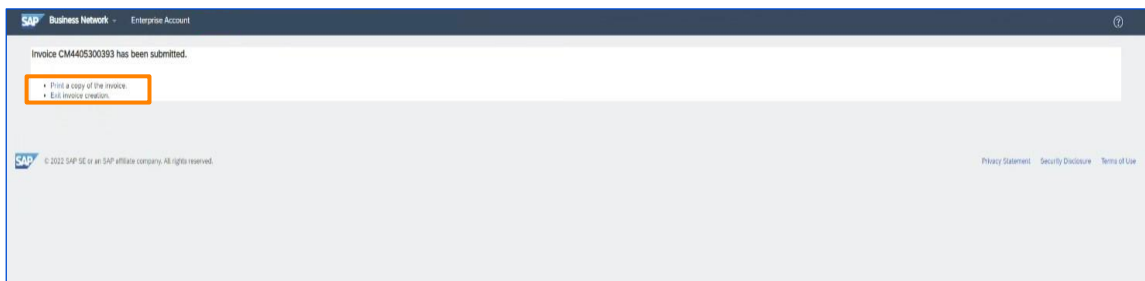
BILL FROM:	CUSTOMER:	WIRE PAYMENT TO BANK:
271 N Shore Dr Pittsburgh, PA 15112-5860 United States	1221 McKinney, Suite 300 HOUSTON, TX 77010 United States Address ID: 130	S CORPORATION Account Type: Checking Branch Name: 042000384 Account ID: 70490404 SWIFT Code: FTBCUS33

SHIPPING INFORMATION:

SHIP FROM:	SHIP TO:
LYB test 1 2020 - TEST Postal Address:	Lyondell Chemical Company 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.
- Exit Invoice creation.

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**Remarque:** 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.



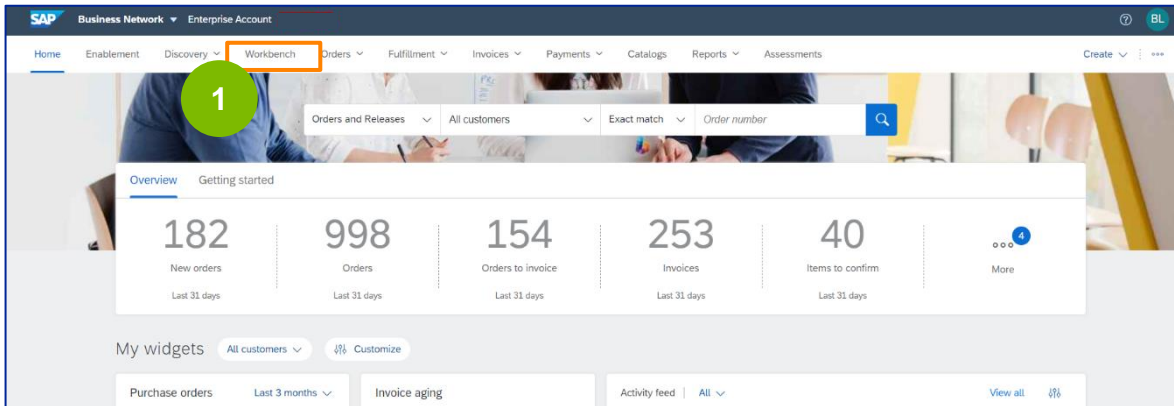


## Méthodes de soumission des factures - Copier les factures

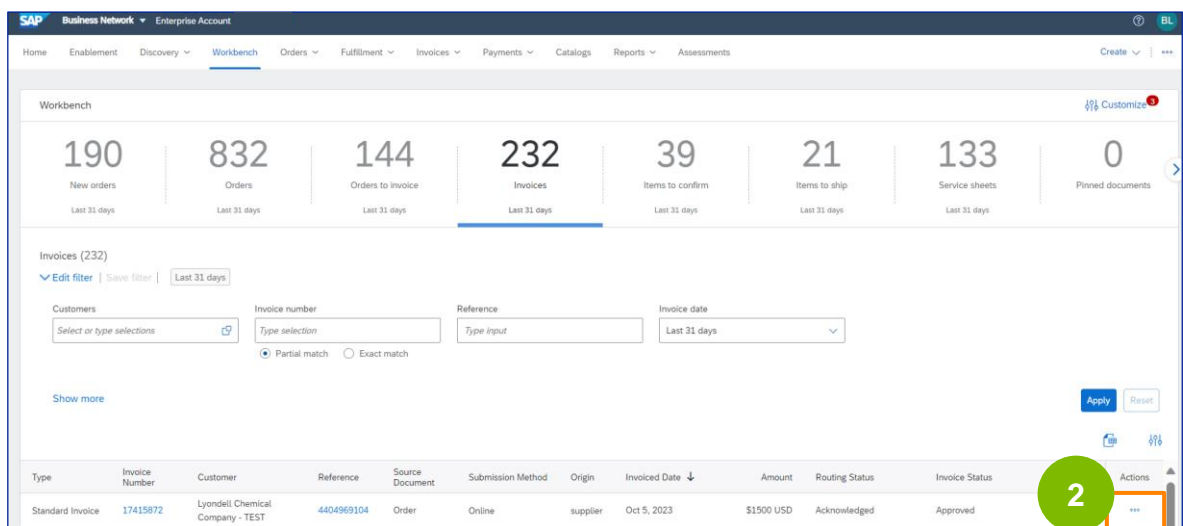
Les étapes suivantes s'adressent aux **fournisseurs de LyondellBasell**

## 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.

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 lists various invoices. One row is highlighted, and a context menu is open over the 'Copy' button in the 'Actions' column. The menu options include 'Create line-item credit memo', 'Create line-item debit memo', 'Edit', and 'Copy'.

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

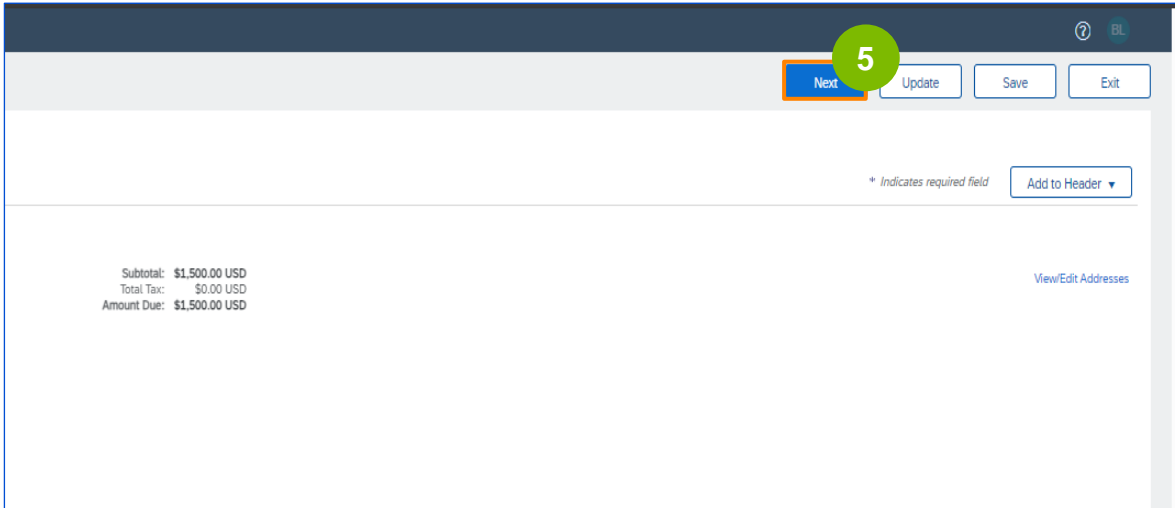
4 Les champs seront pré-remplis à partir de la facture précédente, à l'exception du numéro de facture. Saisissez un nouveau numéro de facture et modifiez les autres champs si nécessaire.

The screenshot shows the 'Invoice: Copy of 17415872' form in SAP Ariba. The form is divided into several sections: 'Invoice Header', 'Summary', 'Shipping', 'Payment Term', and 'Additional Fields'. The 'Invoice #' field in the 'Summary' section is highlighted with a red box and a green circle containing the number 4. The form contains various fields for invoice details, including purchase order number, invoice date, supplier information, shipping details, and payment terms.

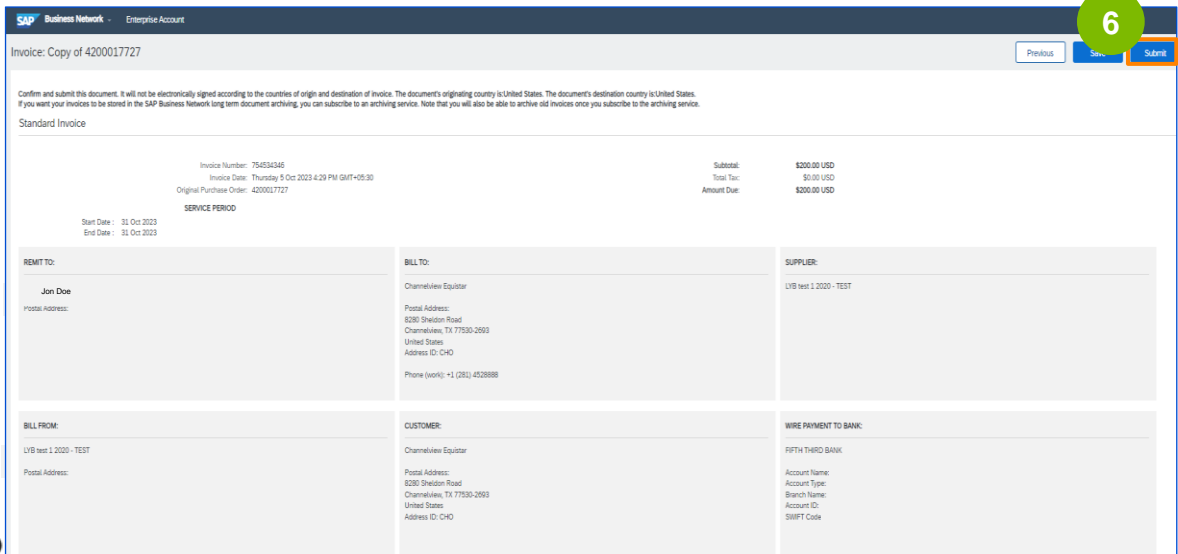
**Remarque:** Pour les lignes TVA, assurez-vous que la date de livraison au niveau de la ligne est correcte. Si vous souhaitez ajouter des caractères alphabétiques dans le champ "Invoice #", ils doivent être en majuscules.

## 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 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 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 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



## 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) next to 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  
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

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



**Remarque:** Les détails de la facture souhaitée apparaissent.

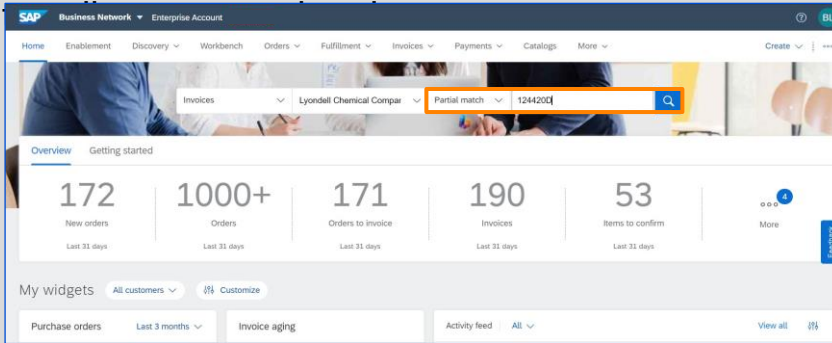




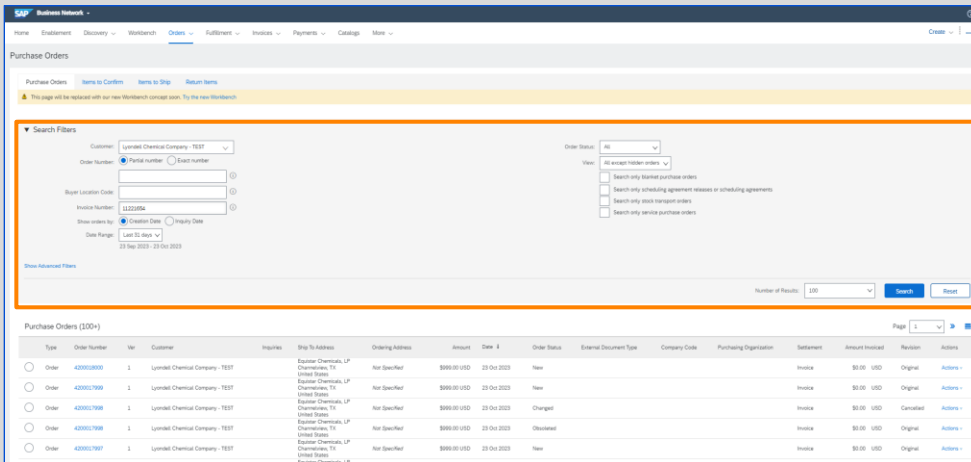
## Gestion des factures - Recherche d'une facture



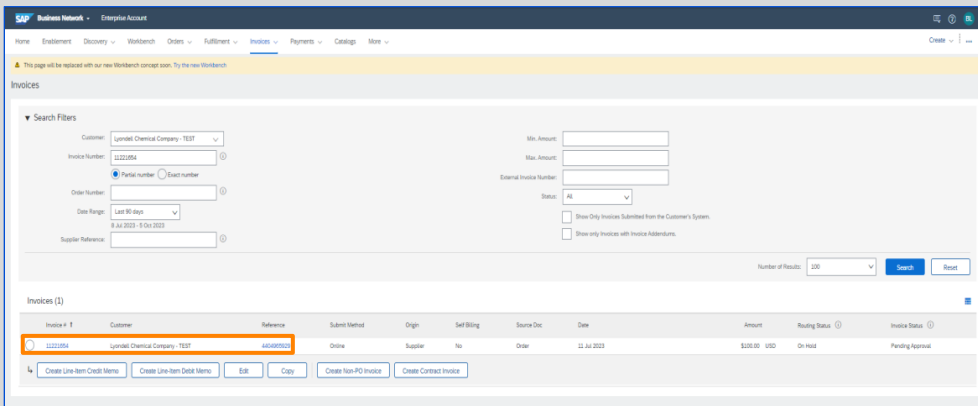
**Remarque:** si vous ne connaissez pas le numéro exact de la facture, vous pouvez sélectionner une correspondance partielle dans le menu déroulant



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 Invoice paid Oct 05, 2023 | 04:42 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) Edit 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	8504366	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	79779730	Lyondell Chemical Company - TEST	4404989221	Order	Online	supplier	Oct 9, 2023	\$1,500 USD	Acknowledged	Approved	No	...
Standard Invoice	1829539	Lyondell Chemical Company - TEST	4404989222	Order	Online	supplier	Oct 9, 2023	\$1,500 USD	On Hold	Pending Approval	No	...
Standard Invoice	5003438	Lyondell Chemical Company - TEST	4404989219	Order	Online	supplier	Oct 9, 2023	\$1,500 USD	On Hold	Pending Approval	No	...
Standard Invoice	8V4404989209	Lyondell Chemical Company - TEST	4404989209	Order	Online	supplier	Oct 7, 2023	\$100 USD	On Hold	Pending Approval	No	...
Standard Invoice	8V4456	Lyondell Chemical Company - TEST	4404989200	Order	Online	supplier	Oct 7, 2023	\$80 USD	Acknowledged	Approved	No	...
Standard Invoice	89261780	Lyondell Chemical Company - TEST	4000037969	Order	Online	supplier	Oct 6, 2023	\$15 USD	Acknowledged	Approved	No	...



**Remarque:** 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

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

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

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	...



## 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 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, 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	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

Payment Detail

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

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

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 for each line item:

Invoice: 2000376226  
Original Invoice: 4405300301B3  
Company Code: 123  
Merchant: 0025  
Bank Number: /  
Account Number: /

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



**Remarque:** 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

**Remarque:** 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
	The invoice was successfully received.	LYB test 1 2020 - TEST	20 Sep 2023 6:57:25 PM
On Hold	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
Quoted		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



**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.

The screenshot shows the SAP Ariba Business Network dashboard. The 'Reports' menu item is highlighted with a green circle and the number 1. The dashboard displays several key metrics: 197 New orders, 859 Orders, 150 Orders to invoice, 225 Invoices, and 37 Items to confirm. A search bar and navigation menu are visible at the top.

- 2 La page Rapports s'affiche. Cliquez sur **Créer** pour créer un nouveau rapport.

The screenshot shows the SAP Ariba Reports page. The 'Create' button is highlighted with a green circle and the number 2. The page displays a table of Report Templates and a row of action buttons: Run, Download, Edit, Copy, Delete, Create, and Refresh Status.

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



**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.

The screenshot shows the 'Report' configuration screen in SAP Business Network. The 'Criteria' section is highlighted with an orange box, containing the following fields: Title (Report1), Description (empty text area), Time zone (CET), Language (English), and Report type (Invoice). A green circle with the number 3 is placed over the 'Next' button in the top right corner.

4

La section Critères apparaît. Cliquez sur le bouton **Sélectionner** à côté du champ Client pour trouver LyondellBasell.

The screenshot shows the 'Report' configuration screen in SAP Business Network. The 'Criteria' section is highlighted with an orange box, showing the 'Customer' field with a 'Select' button. A green circle with the number 4 is placed over the 'Select' button. Other fields include Invoice Number, Invoice Amount, Routing Status, Invoice Status, Created Date (24 Sep 2023 to 24 Oct 2023), and Maximum Results Returned (100).



## 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.

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



**Remarque:** 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.

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 Vous serez redirigé vers l'écran Rapports. Cliquez sur le bouton **Actualiser l'état** pour afficher l'état actualisé du rapport.

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		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 '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. One report, 'Report1', is selected and has 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 a green circle containing the number 9, indicating the step to click on it to download the report.

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



## 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**.



**Remarque:** 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.

The screenshot shows the 'Network Settings' page with the 'Tax Invoicing and Archiving' tab selected. Under the 'Tax Information' section, there are various fields for tax classification, ID numbers, and VAT registration. At the bottom, the 'Invoice Archival' section is visible, with a button labeled 'Configure Invoice Archival' highlighted by a green circle containing the number 3.

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.

The screenshot shows the 'Invoice Archival' configuration page. It includes a header with 'SAP Business Network' and 'Enterprise Account'. The main content area has a title 'Invoice Archival' and a paragraph explaining the archiving process. Below this, there are radio button options for archiving frequency: 'Twice Daily', 'Daily', 'Weekly', 'Every Two Weeks', and 'Monthly'. The 'Every Two Weeks' option is selected. There is a field for 'Archiving Start Time' set to '0 AM' and 'CET'. A checkbox labeled 'Archive Immediately' is checked. A 'Start' button is highlighted with a green circle and the number 4. Below the 'Start' button, there are two more radio button options: 'Send archived invoice files to the pending queue for download.' and 'Send archived invoice files to the Archive Delivery URL.' The second option is selected. There is a text input field for 'Archive Delivery URL:' and a 'Save Delivery Option' button.

**Remarque:** 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 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 list of 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



**Remarque:** 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**



# Italiano



# Guida alle fatture della rete Ariba

## Aiuto al lavoro

**Pubblicato:** Ottobre 2023

**Rivisto:** Gennaio 2025

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





## 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 - 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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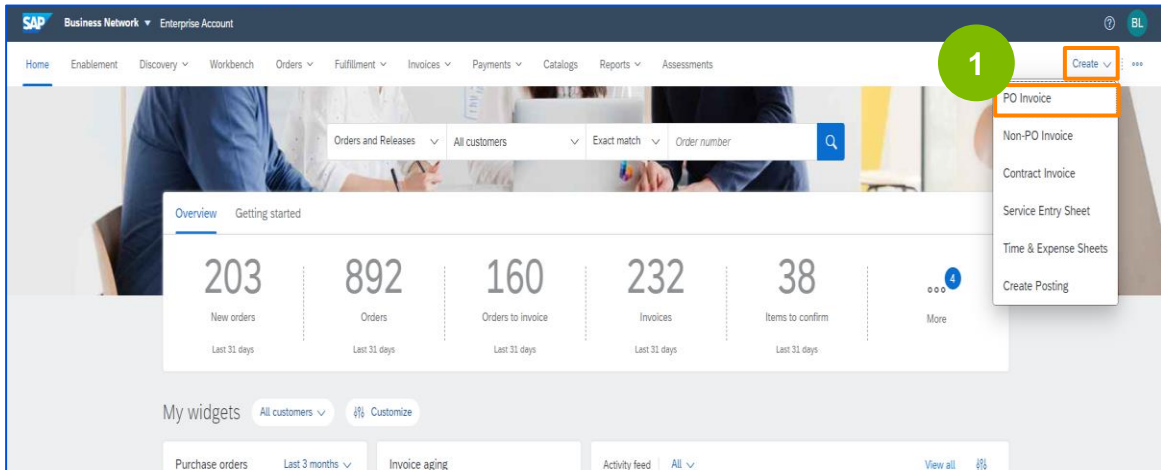
## **Metodi di presentazione delle fatture - Fattura tramite PO Flip (materiali)**

Le seguenti fasi sono destinate ai **Fornitori LyondellBasell**

## Metodi di presentazione delle fatture - Fattura tramite PO Flip (materiali)

1

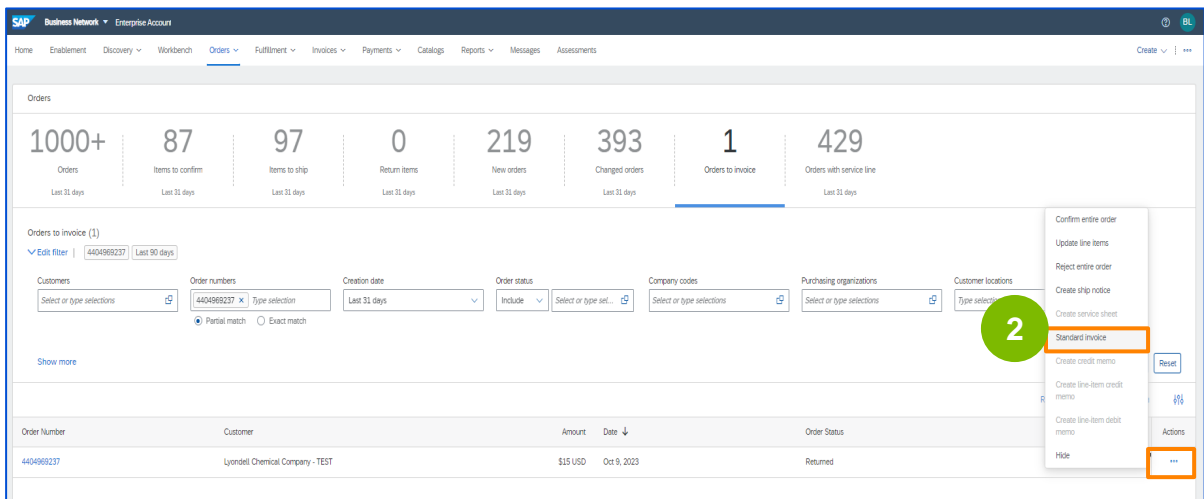
Nella schermata iniziale dell'account Ariba Network, selezionare il menu a discesa **Crea** e selezionare **Fattura PO**.



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(%): 5  
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:

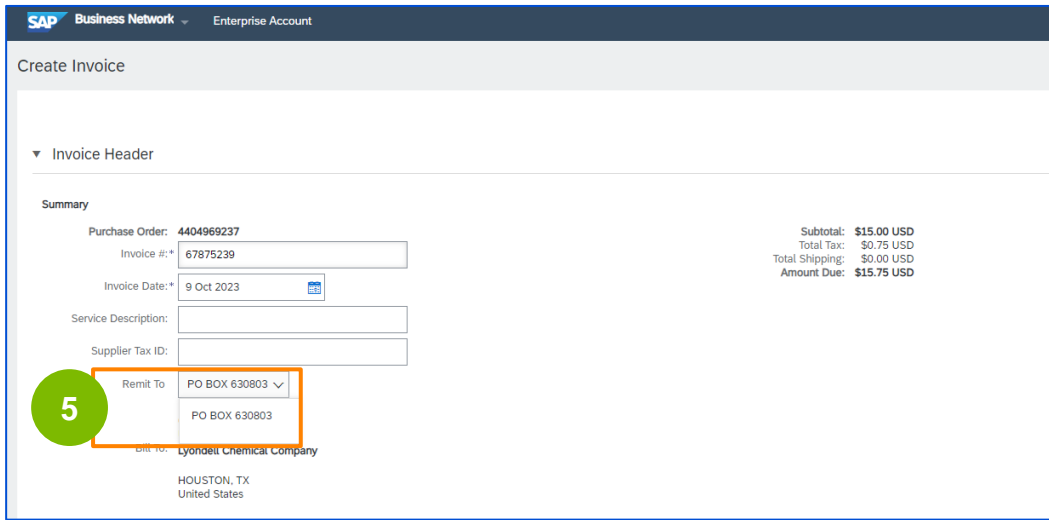
Subtotal: \$15.00 USD  
Total Tax: \$0.75 USD  
Total Shipping: \$0.00 USD  
Amount Due: \$15.75 USD



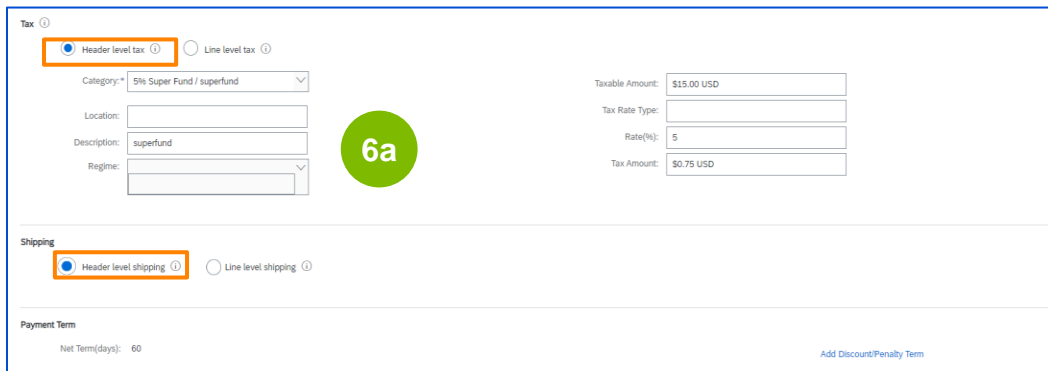
**Nota:** se si desidera aggiungere delle lettere nel campo N. fattura, queste devono essere tutte maiuscole.

## 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.



**6** a. (solo per gli Stati Uniti) Selezionare l'imposta sulla testata e la spedizione selezionando i pulsanti di opzione appropriati.



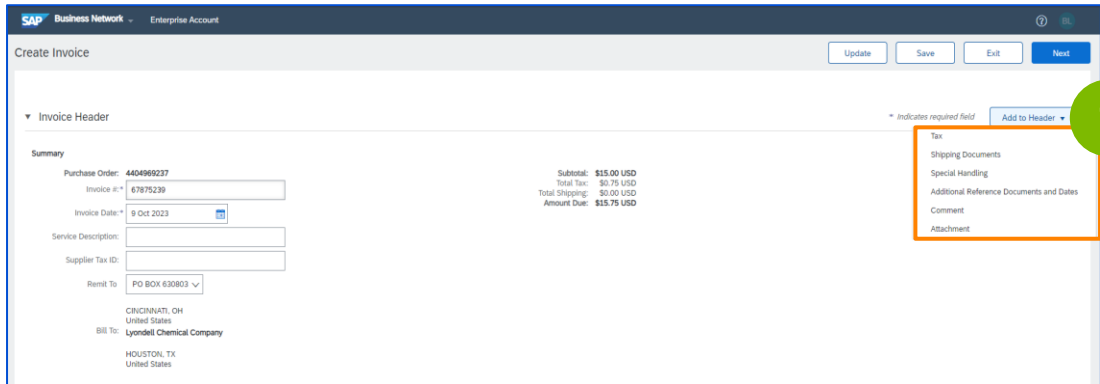
b. (non Stati Uniti) Selezionare il livello di spedizione dell'intestazione selezionando il pulsante di opzione appropriato. Fare clic su "Aggiungi all'intestazione" e scegliere "Costo di spedizione". Ripetere questo passaggio per aggiungere "Tassa di spedizione".



## 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".

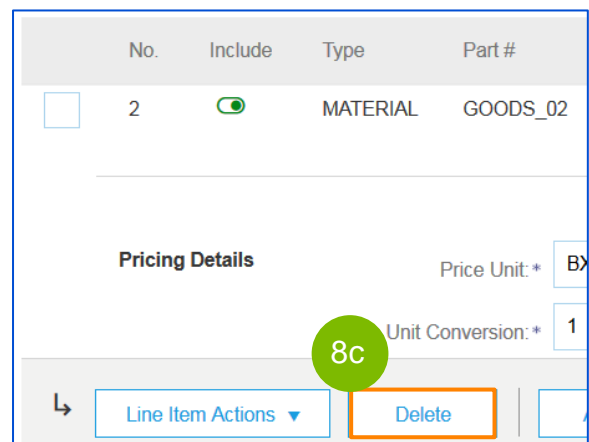
8a

Quantity	Unit	Unit Price
10	BX	25.00 EUR

8b

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

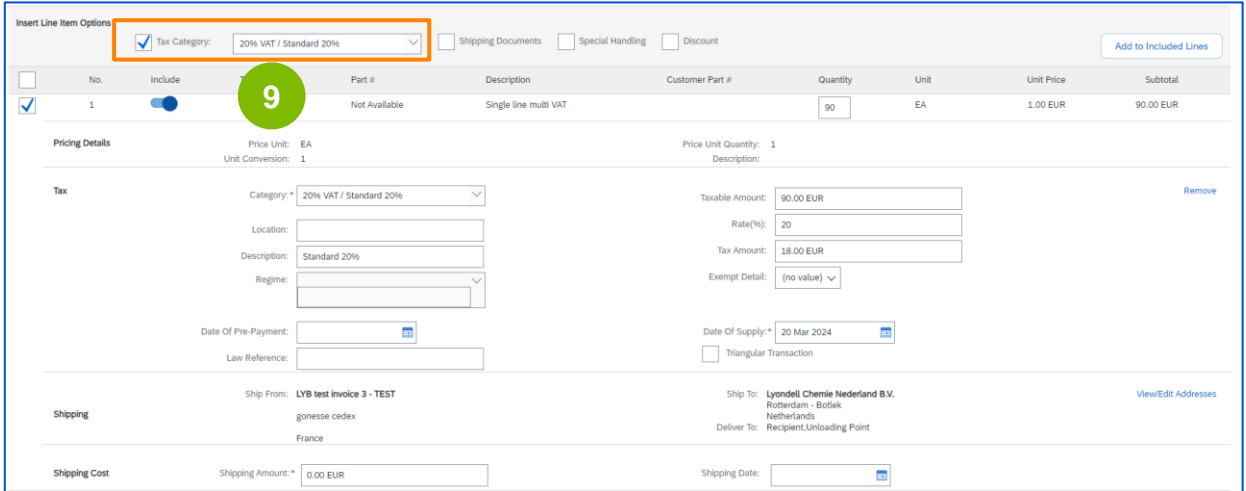
8c




**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)

**9** (solo per gli Stati Uniti) Fare clic su Categoria fiscale e selezionare l'opzione dal menu a tendina.



Insert Line Item Options

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

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

**9**

**Pricing Details**

Price Unit: EA  
Unit Conversion: 1  
Price Unit Quantity: 1  
Description: 1

**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  
gonesse cedex  
France  
Ship To: Lyondell Chemie Nederland B.V.  
Rotterdam - Botlek  
Netherlands  
Deliver To: Recipient,Unloading Point View/Edit Addresses

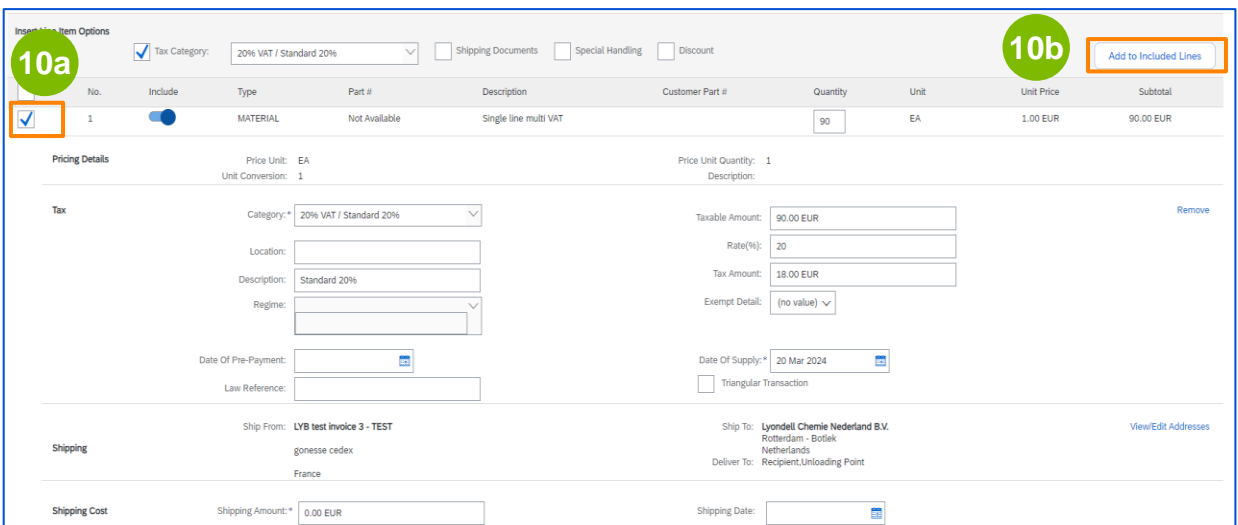
**Shipping Cost**

Shipping Amount: 0.00 EUR Shipping Date:



**Nota:** è possibile configurare altre categorie di imposte, aliquote e descrizioni in '**Configura imposte**' dal menu a tendina.

**10** (solo per gli Stati Uniti) Selezionare le voci di riga che si desidera includere e fare clic su Aggiungi alle righe incluse.



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

**10a**

**10b**

**Pricing Details**

Price Unit: EA  
Unit Conversion: 1  
Price Unit Quantity: 1  
Description: 1

**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  
gonesse cedex  
France  
Ship To: Lyondell Chemie Nederland B.V.  
Rotterdam - Botlek  
Netherlands  
Deliver To: Recipient,Unloading Point View/Edit Addresses

**Shipping Cost**

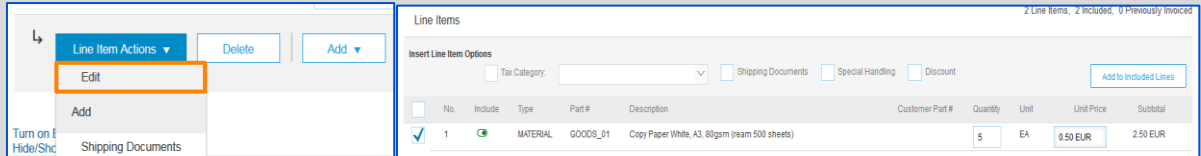
Shipping Amount: 0.00 EUR Shipping Date:

## Metodi di presentazione delle fatture - Fattura tramite PO Flip (materiali)



### Nota:

- Ulteriori dettagli possono essere visualizzati a livello di voce di riga **modificando** una voce di riga.

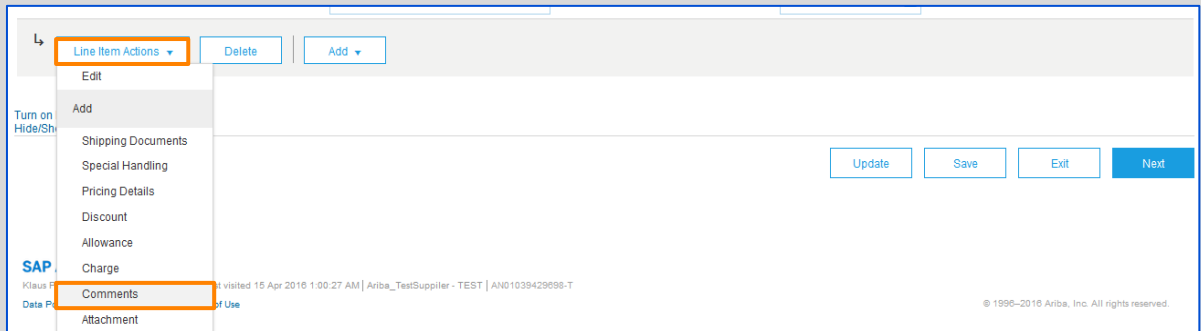


The screenshot shows the SAP Line Items interface. On the left, a 'Line Item Actions' dropdown menu is open, with 'Edit' highlighted. Below it, 'Add' and 'Shipping Documents' are visible. On the right, the 'Line Items' table is displayed with one item: 'Copy Paper White, A3, 80gsm (ream 500 sheets)'. The table columns include No., Include, Type, Part#, Description, Customer Part#, Quantity, Unit, Unit Price, and Subtotal.

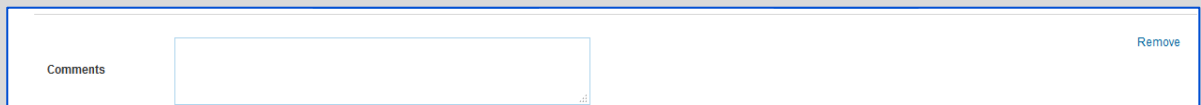
No.	Include	Type	Part#	Description	Customer Part#	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	GOODS_01	Copy Paper White, A3, 80gsm (ream 500 sheets)		5	EA	0.50 EUR	2.50 EUR



- Per aggiungere commenti alle voci di riga, selezionare Voci di riga, fare clic su Azioni voce di riga > **Commenti**.



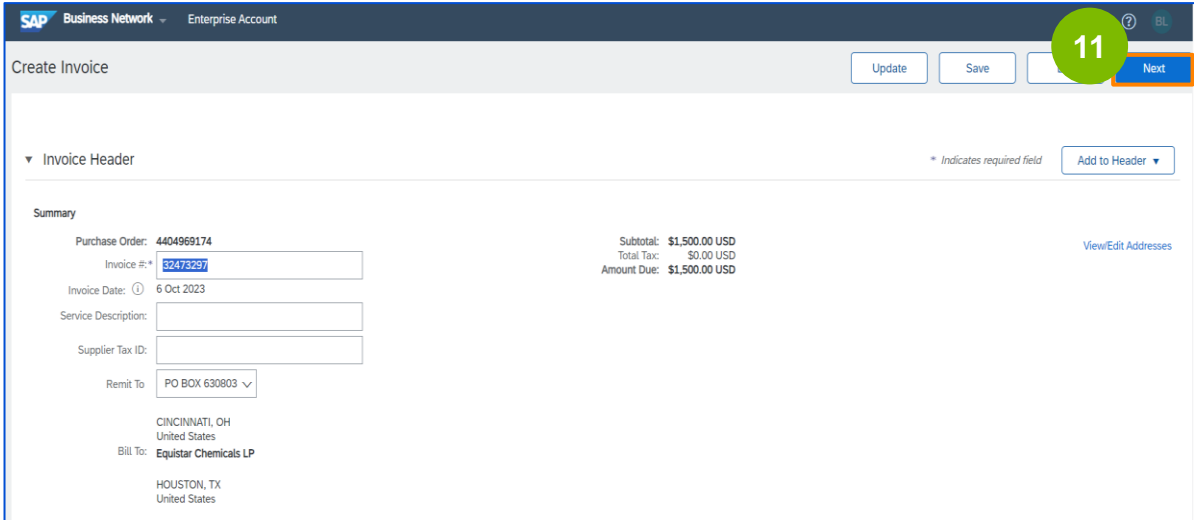
The screenshot shows the SAP Line Items interface with the 'Line Item Actions' dropdown menu open. The 'Comments' option is highlighted. Below the menu, there are buttons for 'Update', 'Save', 'Exit', and 'Next'. The SAP logo and user information are visible at the bottom left.



The screenshot shows the SAP Comments input field. It consists of a text area labeled 'Comments' and a 'Remove' button.

## Metodi di presentazione delle fatture - Fattura tramite PO Flip (materiali)

11 Fare clic su **Avanti** per procedere.



SAP Business Network Enterprise Account

Create Invoice

Update Save **11** 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:

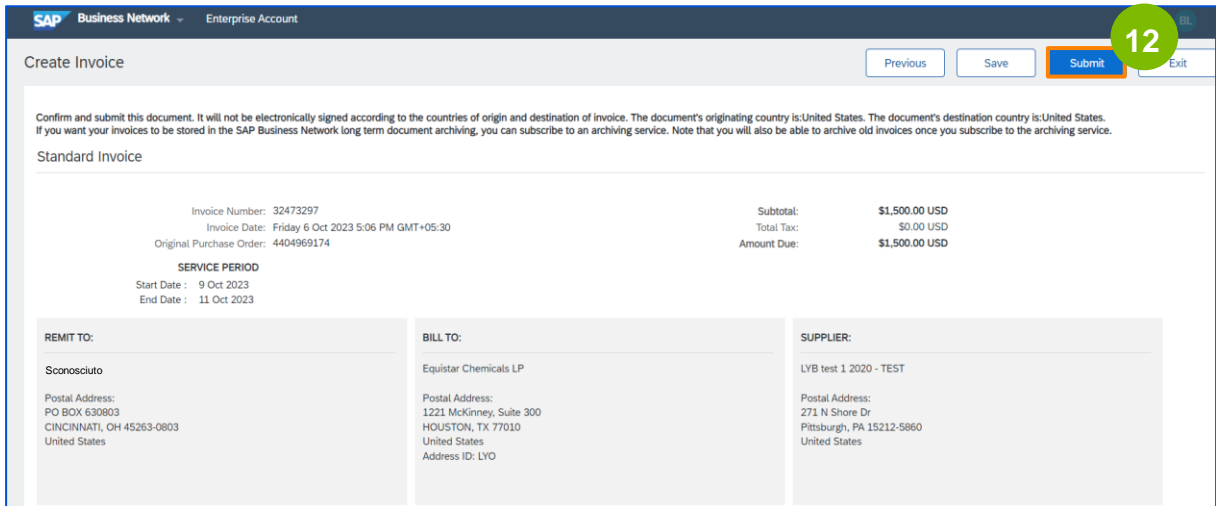
Remit To: PO BOX 630803

CINCINNATI, OH  
United States

Bill To: Equistar Chemicals LP

HOUSTON, TX  
United States

12 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 **12** 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

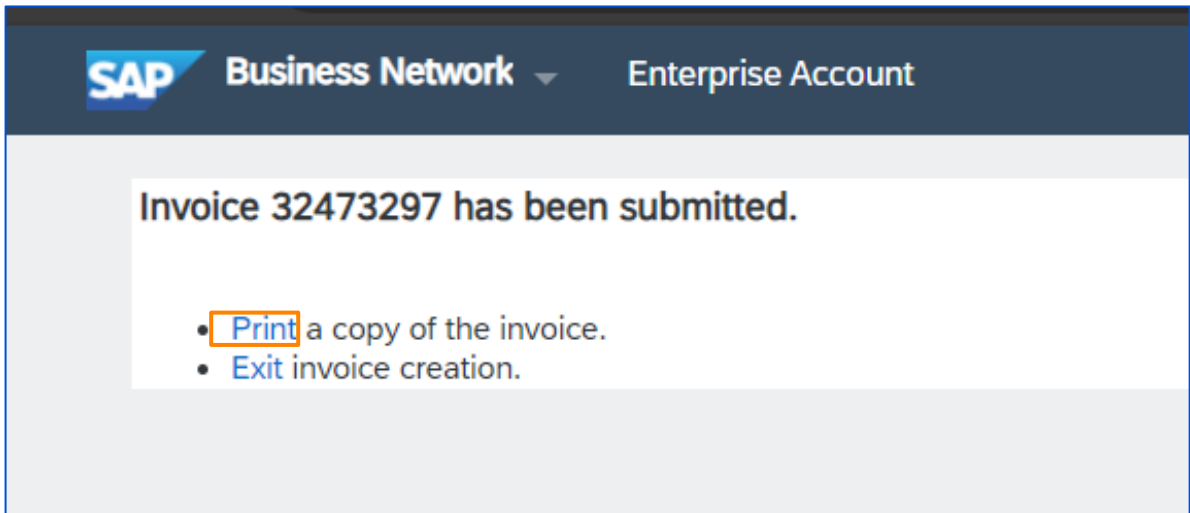
REMIT TO:	BILL TO:	SUPPLIER:
Sconosciuto	Equistar Chemicals LP	LYB test 1 2020 - TEST
Postal Address: PO BOX 630803 CINCINNATI, OH 45263-0803 United States	Postal Address: 1221 McKinney, Suite 300 HOUSTON, TX 77010 United States Address ID: LYO	Postal Address: 271 N Shore Dr Pittsburgh, PA 15212-5860 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**.

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.

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 2024' respectively. The interface includes fields for Supplier, Customer, and Field Engineer information.



## 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 to a line item. The 'Line Items' table has a checked box in the 'Include' column for line item 0000. The 'Add to Included Lines' menu is open, and 'Add General Service' is highlighted. A green circle with the number '5' is overlaid on the menu.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
0000	<input checked="" type="checkbox"/>	Not Available		TEST SERVICE					



**Nota:** assicurarsi di selezionare sempre **Aggiungi servizio generale**.

6

Popolare i campi **Descrizione**, **Quantità**, **Unità** e **Prezzo unitario**.

The screenshot shows the 'Add General Service' form. The 'Description' field contains 'TEST SERVICE'. The 'Quantity' field contains '1' and the 'Unit' field contains 'SU'. The 'Unit Price' field contains '\$100.00 USD'. A green circle with the number '6' is overlaid on the form.

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



**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

(non Stati Uniti) Fare clic su **Categoria fiscale** e selezionare un'opzione fiscale appropriata dal menu a tendina.

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

8

(non Stati Uniti)

- Selezionare le voci di riga che si desidera includere, quindi
- Fare clic su **Aggiungi alle righe incluse**
- Compilare i dettagli fiscali richiesti (Categoria, Descrizione, Aliquota, ecc.)

8a

8b

8c



**Nota:** è possibile configurare altre categorie di imposte, aliquote e descrizioni in '**Configura imposte**' dal menu a tendina.



## Metodi di invio delle fatture - Fattura tramite PO Flip (Servizi)

9

Aggiornare o modificare i campi **Data inizio servizio e Data fine servizio**. Fare clic su **Avanti** per procedere.

10

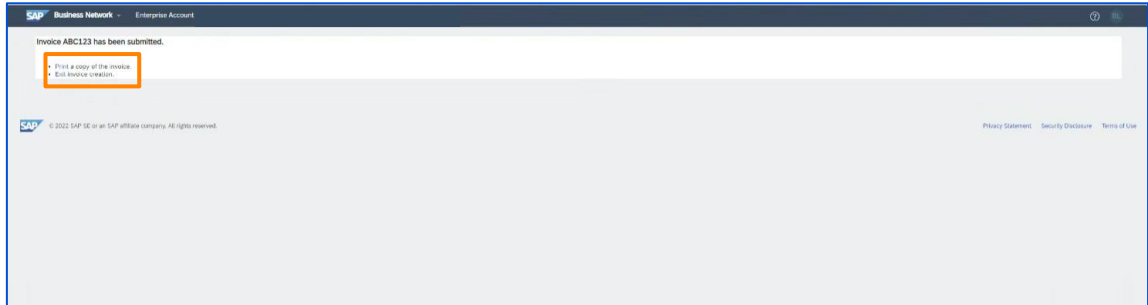
Esaminare la fattura per verificarne l'accuratezza nella pagina **Review (Revisione)**. Se non sono necessarie modifiche, fare clic su **Invia** per inviare la fattura a LyondellBasell.



**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 - Memo di credito (livello di intestazione)

Le seguenti fasi sono destinate ai **Fornitori  
LyondellBasell**



**Nota:** le note di credito a livello di intestazione sono supportate solo in alcuni paesi.



## 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 Save filter

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

Select or type selections 4200017968 X Type selection Last 31 days Include Select or type selection Select or type selections Select or type selections Type selection

Partial match Exact match

Show more

Resend Failed Orders Print

Order Number	Customer	Amount	Date	Routing Status	Version	Order Status	Amount Invoiced	Actions
4200017968	Lyonell 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

---

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



## 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 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@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	Submitt 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**.

Summary

Credit Memo ID: DM4405300393	Subtotal: \$-100.00 USD	View/Edit Addresses
Credit Memo Date: 7 Dec 2023	Total Tax: \$0.00 USD	
Original Invoice No: INV405300393	Amount Due: \$-100.00 USD	
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:

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

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:



## 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**.

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

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

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.

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

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



### Nota:

- Se si applicano tasse/IVA, anche queste devono essere aggiunte alla nota di credito.
- Tutti gli importi di valore devono sempre essere negativi.





## 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: RV4405300393)

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: RV4405300393	Amount Due: \$-100.00 USD
Original Invoice Date: Wednesday 15 Nov 2023 1:14 PM GMT-06:00	
Original Purchase Order: 402930039	
Has Price Adjustment: Yes	

**SERVICE PERIOD**

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

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

**SHIPPING INFORMATION:**

<b>SHIP FROM:</b> LYB test 1 2020 - TEST Postal Address:	<b>SHIP TO:</b> Lyondell Chemical Company 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.

Workbench

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)

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

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 Copy Print Share

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.

Invoice: Copy of 17415872

Invoice Header

Summary

Purchase Order: 4404969104 | Invoice #: **17415872** | Subtotal: \$1,500.00 USD | Total Tax: \$0.00 USD | Amount Due: \$1,500.00 USD

Invoice Date: 10/05/2023 | Supplier Tax ID: | Service Description: | Supplier Tax ID: | Name To: PO BOX 630803 | Address To: CINCINNATI, OH | Bill To: Lyondell Chemical Company | Ship To: HOUSTON, TX | Deliver To: HOUSTON, TX

Shipping: Header level shipping | Ship From: LYB test 1 2023 - TEST | Ship To: Lyondell Chemical Company | Deliver To: HOUSTON, TX

Payment Term: Net Term(s): 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 | Service Start Date: 5 Oct 2023 | Service End Date: 5 Oct 2023



**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: 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:
Sconosciuto Postal Address:	ChannelView Equistar Postal Address: 8281 Sheldon Road ChannelView, TX 77530-2963 United States Address ID: CHO Phone (work): +1 (281) 4528888	LYB test 1 2020 - TEST

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

€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 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

€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 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 criteria are set to "Exact match" and the search value 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 "193 New orders" (Last 31 days), "840 Orders" (Last 31 days), "146 Orders to invoice" (Last 31 days), "234 Invoices" (Last 31 days), and "39 Items to confirm" (Last 31 days). Below this, there are "My widgets" including "Purchase orders" (€2.02M EUR) and "Invoice aging" (€664K EUR). An "Activity feed" shows an "Invoice paid" for \$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 "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:** Scanscioto  
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



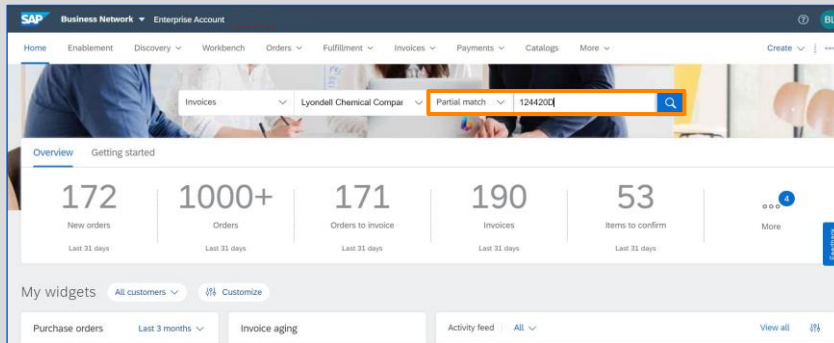
**Nota:** vengono visualizzati i dettagli della fattura desiderata.



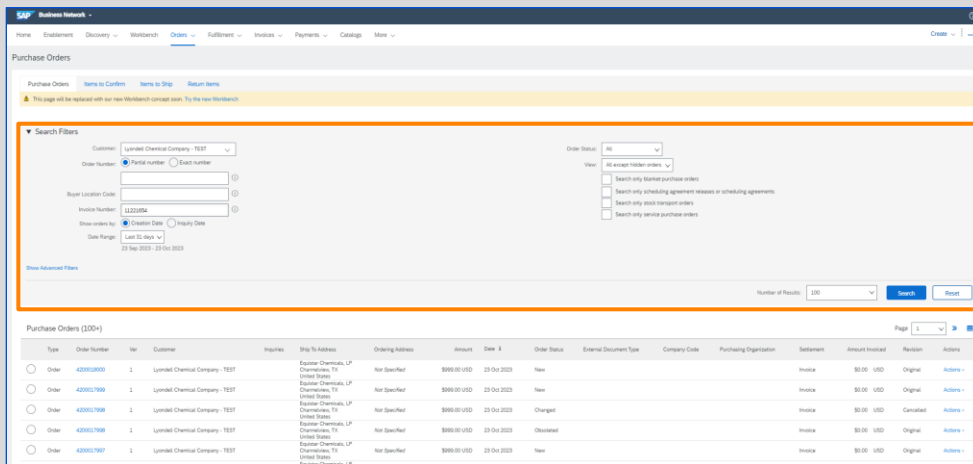
## Gestione delle fatture - Ricerca di una fattura



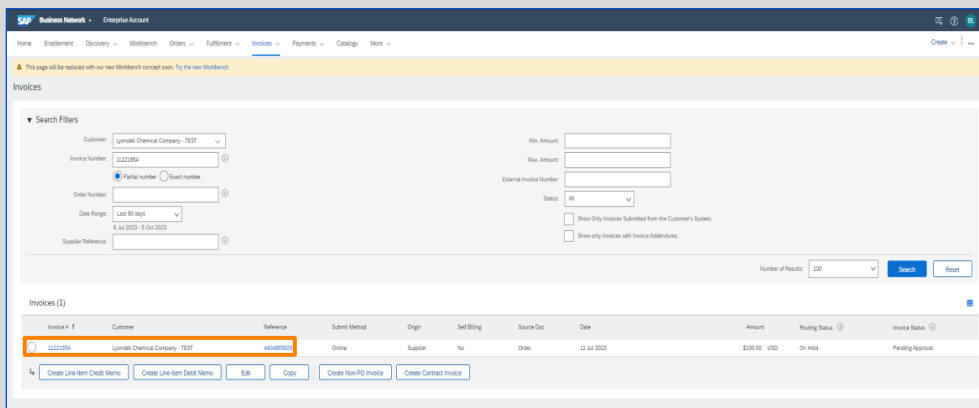
**Nota:** se non si conosce il numero esatto della fattura, è possibile selezionare una corrispondenza parziale nel menu a discesa e fare clic su Cerca.



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

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 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

Select or type selections Type selection Type input Last 31 days Standard Invoice

Partial match Exact match

Show more

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.

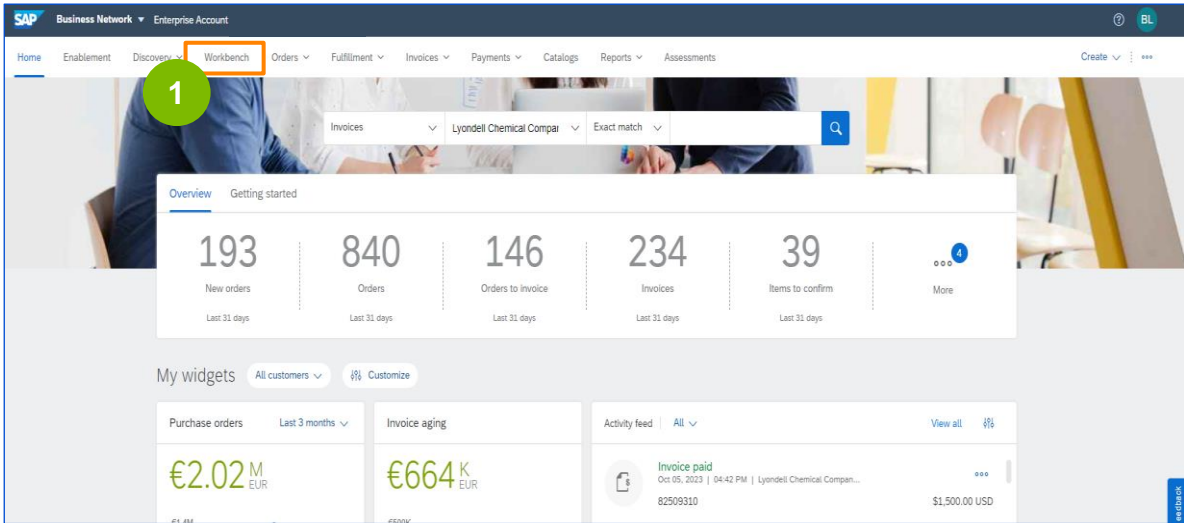


## **Gestione delle fatture - Controllare lo stato dei pagamenti**

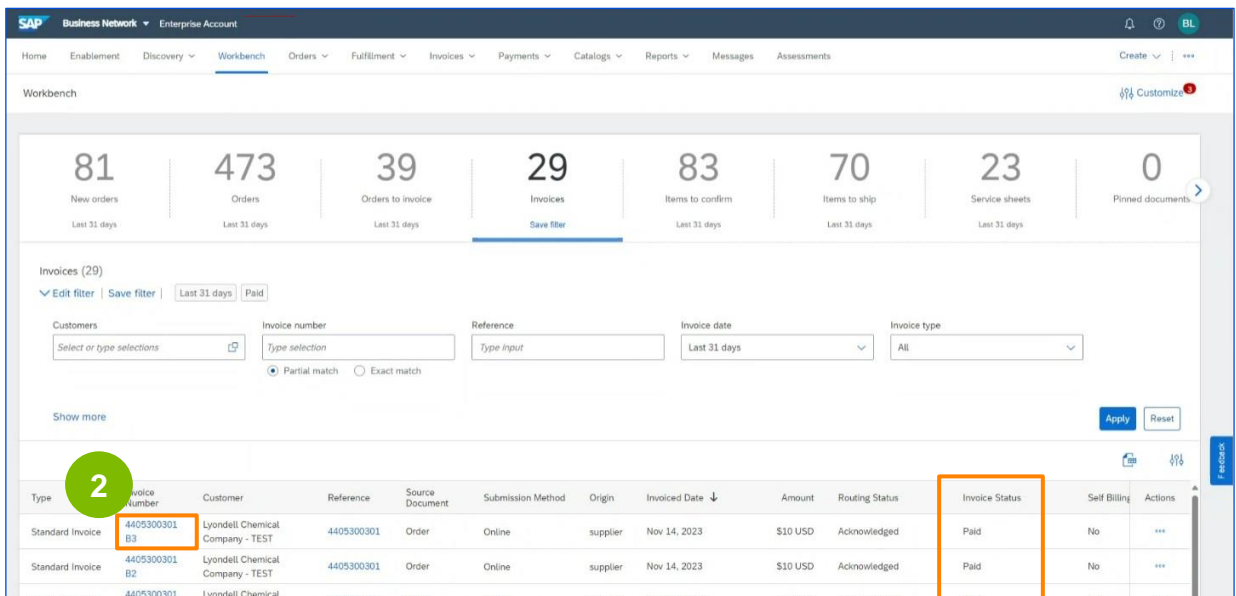
I seguenti passaggi sono destinati ai **Fornitori LyondellBasell**

## 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.



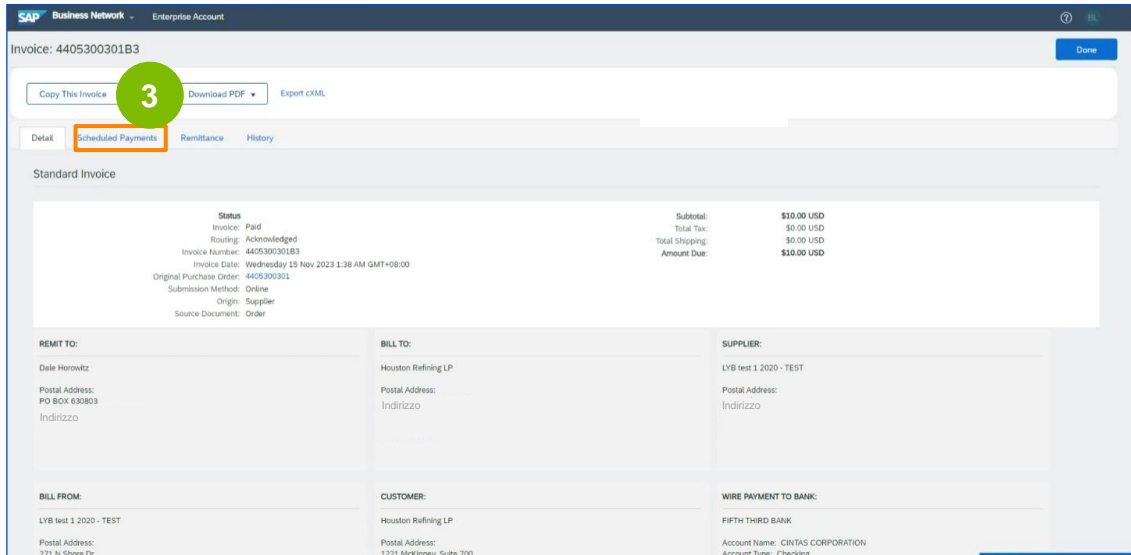
2 Viene visualizzata la scheda Workbench. Selezionare il numero di fattura per visualizzare i dettagli del pagamento della fattura. Assicurarsi che lo stato della fattura sia impostato su Pagato.



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

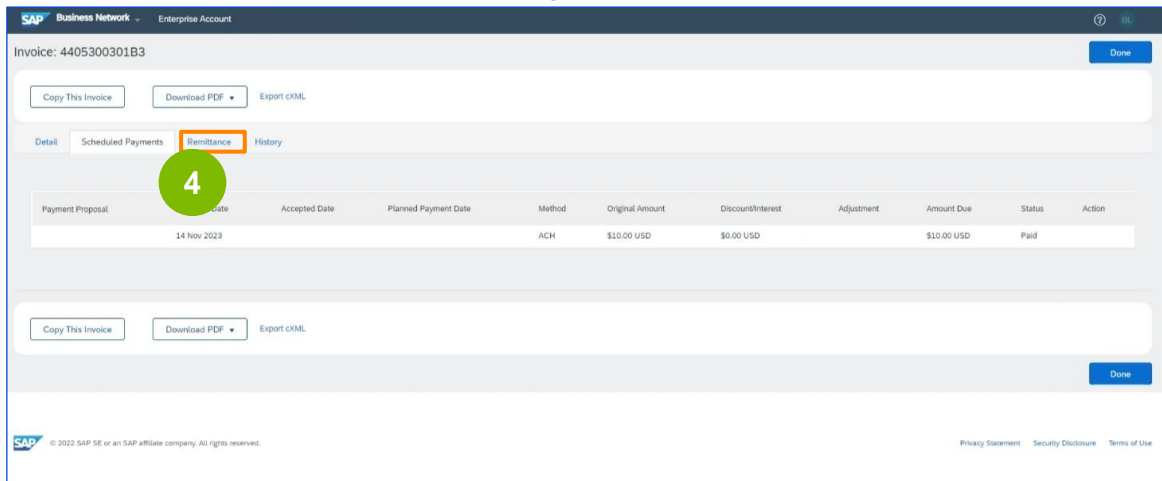
SUPPLIER: LYB test 1 2020 - TEST  
Postal Address: Indirizzo

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	

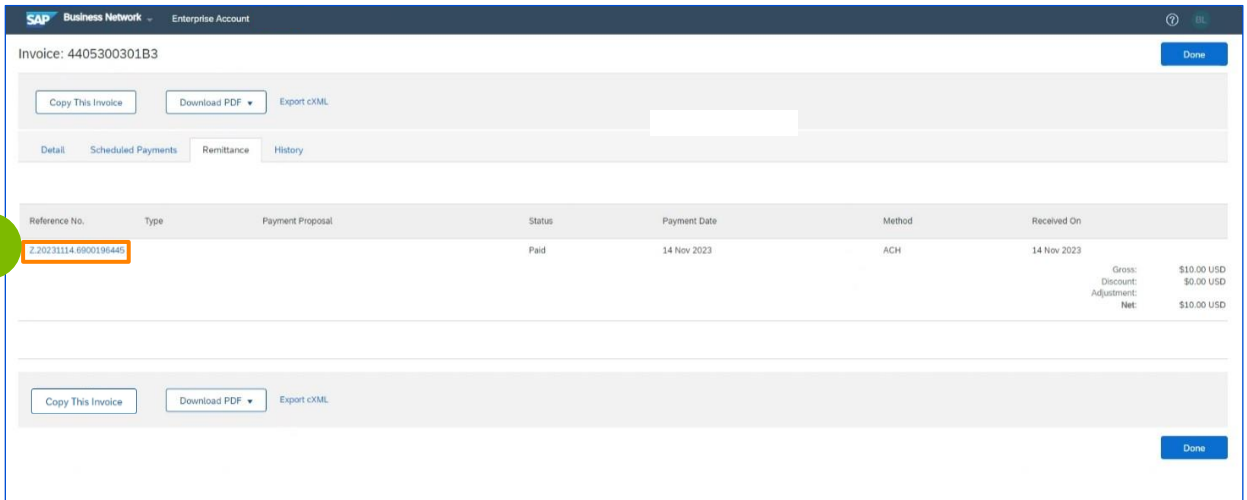
Copy This Invoice Download PDF Export cXML

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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

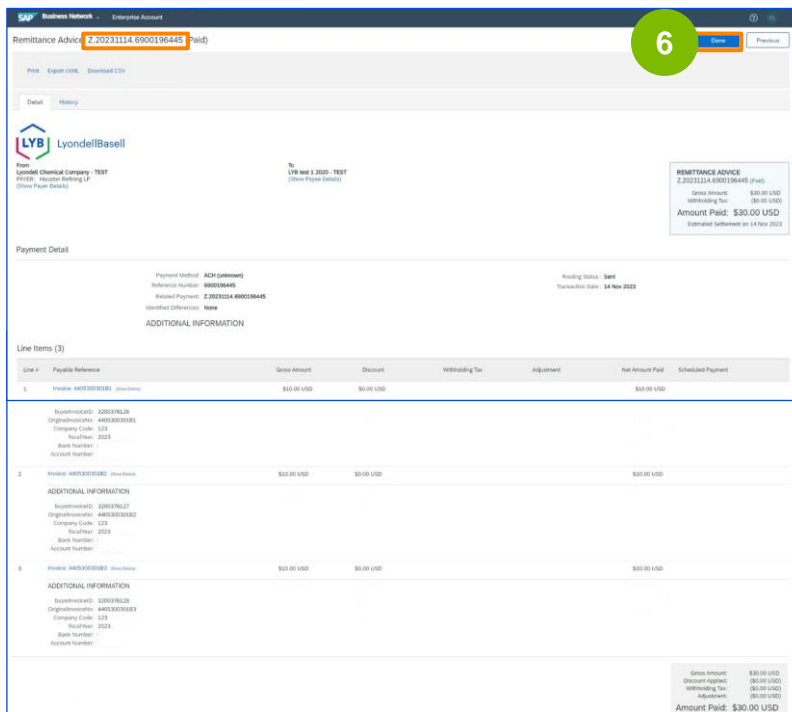
Reference No.	Type	Payment Proposal	Status	Payment Date	Method	Received On
<b>2.20231114.6900196445</b>			Paid	14 Nov 2023	ACH	14 Nov 2023

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  
Related 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 (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

**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 6:57:31 PM
	Invoice date automatically changed to 2023-09-20T14:32:01+01:00 after service sheet approval	PropagatorProcessor-109548034	20 Sep 2023 7:02:01 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.

The screenshot shows the SAP Ariba Business Network dashboard. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', 'Reports', and 'Assessments'. The 'Reports' menu item is highlighted with a green circle and the number 1. Below the navigation bar, there are several data cards showing metrics like 'New orders', 'Orders', 'Orders to invoice', 'Invoices', and 'Items to confirm'.

- 2 Viene visualizzata la pagina Rapporti. Fare clic su **Crea** per creare un nuovo rapporto.

The screenshot shows the SAP Ariba Reports page. The top navigation bar includes 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'More'. The 'Reports' section is visible, and the 'Create' button in the bottom right corner of the 'Report Templates' section is highlighted with a green circle and the number 2.

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



**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 '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



## 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 dashboard displays several key metrics: 191 New orders, 847 Orders, 148 Orders to invoice, 235 Invoices, and 39 Items to confirm. A search bar is visible at the top right. The 'Settings' menu is open, and 'Electronic Invoice Routing' is highlighted. A green circle with the number '1' is placed over the menu item.

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. The page displays various settings for 'Sending Method' and 'Notifications'. A green circle with the number '2' is placed over the tab.



**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 Deletion 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 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, select the Archive Immediately option. To download archived invoices from the Outlook > Archived Invoices page.

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 : 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

**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**



# Nederlands





# Ariba Netwerk Factureringsgids voor leveranciers LyondellBasell werkinstructies

**Gepubliceerd:** Oktober 2023

**Herzien:** Januari 2025

**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 Netwerk**

## 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 (Kopniveau)**
- **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

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



## 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.

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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## **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:	4404969237
Invoice #:	67875239
Invoice Date:	9 Oct 2023
Service Description:	
Supplier Tax ID:	
Remit To:	PO BOX 630803
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

6

a. (In de Verenigde Staten) Selecteer **Header Tax en Shipping** door de juiste keuzerondjes te selecteren.

**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

b. (Buiten de Verenigde Staten) Selecteer **Verzending op koptekstniveau** door het juiste keuzerondje te selecteren. Klik op **'Toevoegen aan koptekst'** en kies **'Verzendkosten'**. Herhaal deze stap om **'Verzendbelasting'** toe te voegen.

**Invoice Header**

Summary

Shipping Cost
Shipping Tax

\* Indicates required field

Add to Header



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

7

**Optionele stap:** Je kunt ook extra informatie toevoegen aan de koptekst van de factuur, zoals Speciale behandeling, Opmerking, Bijlage, Verzenddocumenten.

8

a. Scroll naar beneden en controleer of pas de hoeveelheid aan voor elk regel item die 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.

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



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



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

9

(Buiten de Verenigde Staten) Klik op **Belastingcategorie** en selecteer een optie in de vervolgkeuzelijst.

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 Address](#)

Shipping Cost

Shipping Amount: 0.00 EUR Shipping Date:



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

10

(Buiten de Verenigde Staten) Selecteer de regelitems die je wilt opnemen en klik vervolgens op Toevoegen aan opgenomen regels.

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 Address](#)

Shipping Cost

Shipping Amount: 0.00 EUR Shipping Date:



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



### Opmerkingen:

- **Extra details** kunnen worden bekeken op regelitem-niveau door een regelitem te bewerken.

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



- Om commentaar toe te voegen aan de regelitems, selecteer Regelitems, klik op **Regelitem Acties > Commentaar**.

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

Comments  Remove





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

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

SAP Business Network Enterprise Account

Create Invoice

Update Save **11** 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

12 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

Create Invoice

Previous Save **12** 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

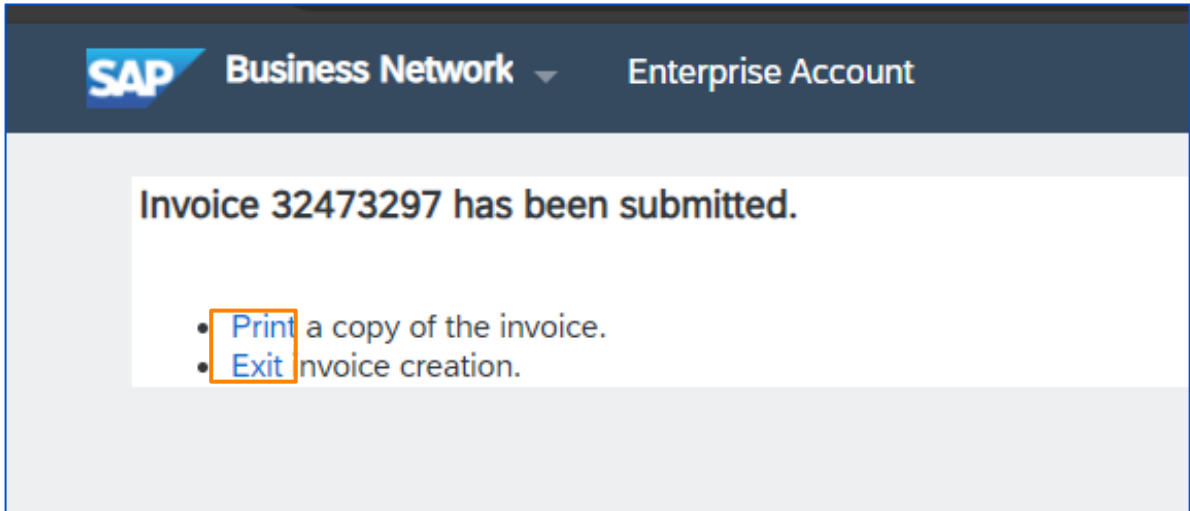
REMIT TO:	BILL TO:	SUPPLIER:
Dale Horowitz Postal Address: PO BOX 630803 CINCINNATI, OH 45263-0803 United States	Equistar Chemicals LP Postal Address: 1221 McKinney, Suite 300 HOUSTON, TX 77010 United States Address ID: LYO	LYB test 1 2020 - TEST Postal Address: 271 N Shore Dr Pittsburgh, PA 15212-5860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



**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.



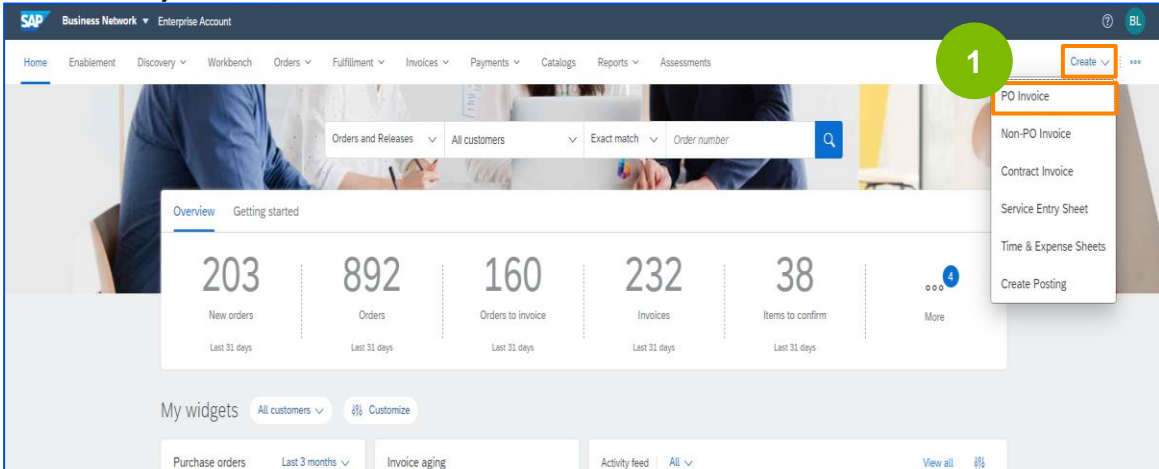
## **Methoden voor het indienen van facturen - Factureren via PO Flip (Diensten)**

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

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

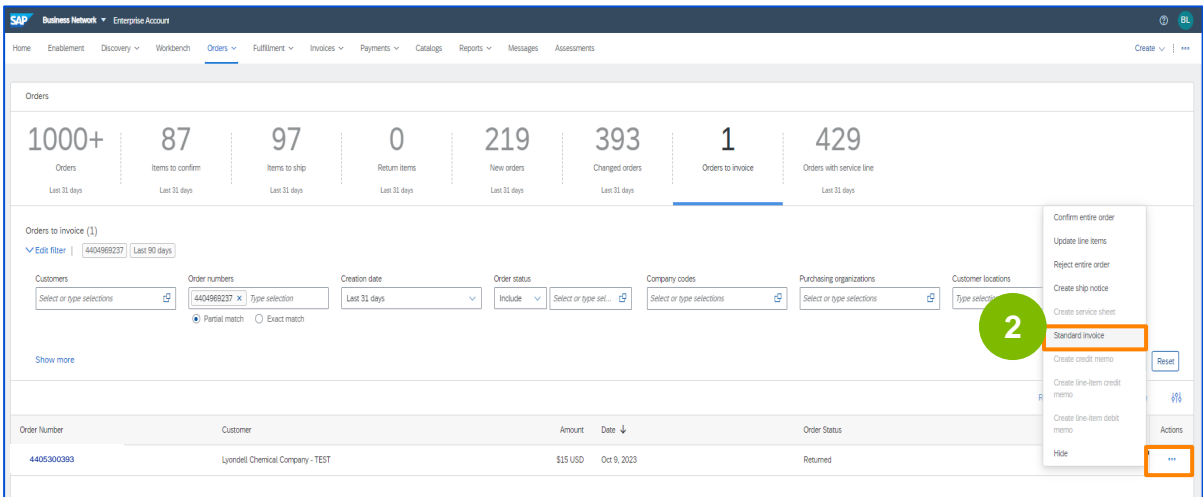
1

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



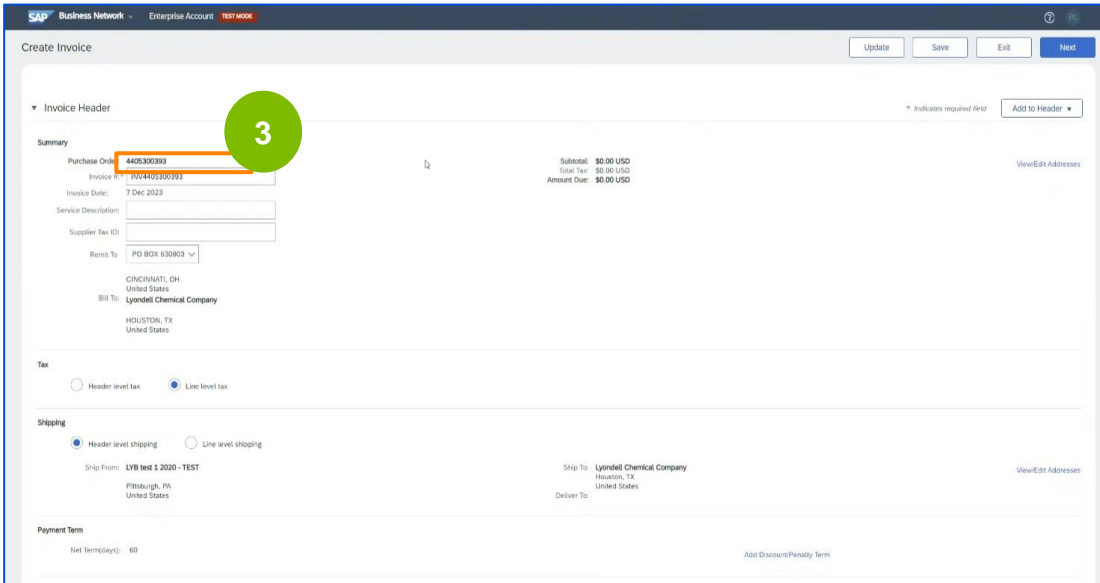
2

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.



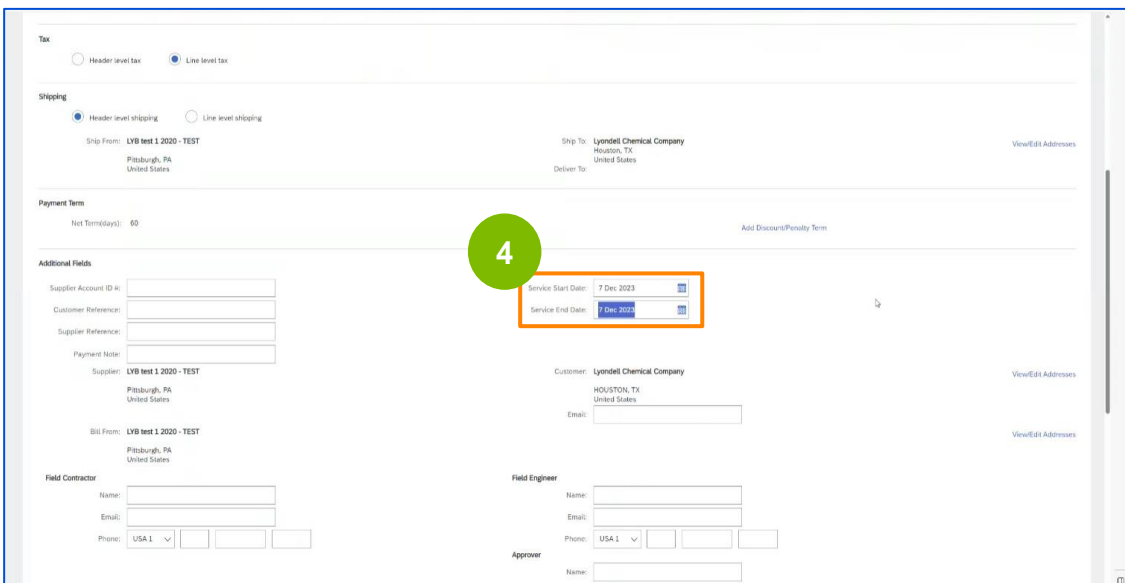
## Methoden voor het indienen van facturen - Factureren via PO Flip (Diensten)

- 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.

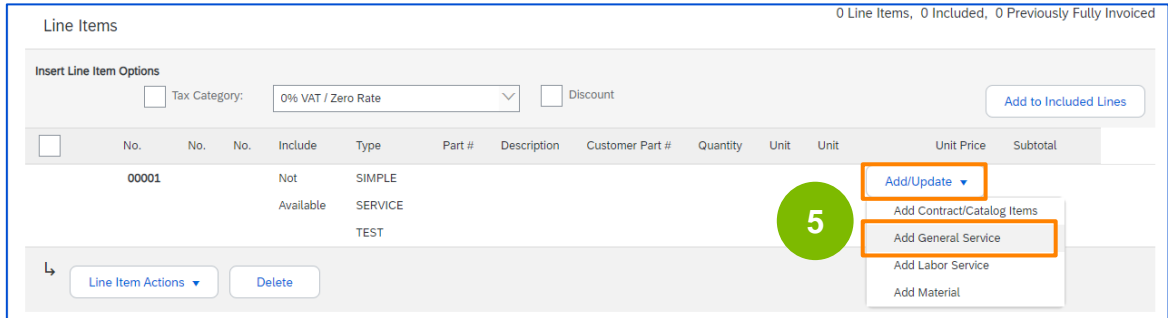


The screenshot shows the 'Create Invoice' interface, scrolled down to the 'Additional Fields' section. A green circle containing the number '4' highlights the 'Service Start Date' and 'Service End Date' fields, which contain the values '7 Dec 2023' and '7 Dec 2023' respectively. Other fields include 'Supplier Account ID #', 'Customer Reference', 'Supplier Reference', 'Payment Note', 'Supplier', 'Customer', 'Field Contractor', and 'Field Engineer'. Buttons for 'Update', 'Save', 'Exit', and 'Next' are at the top right.

## 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

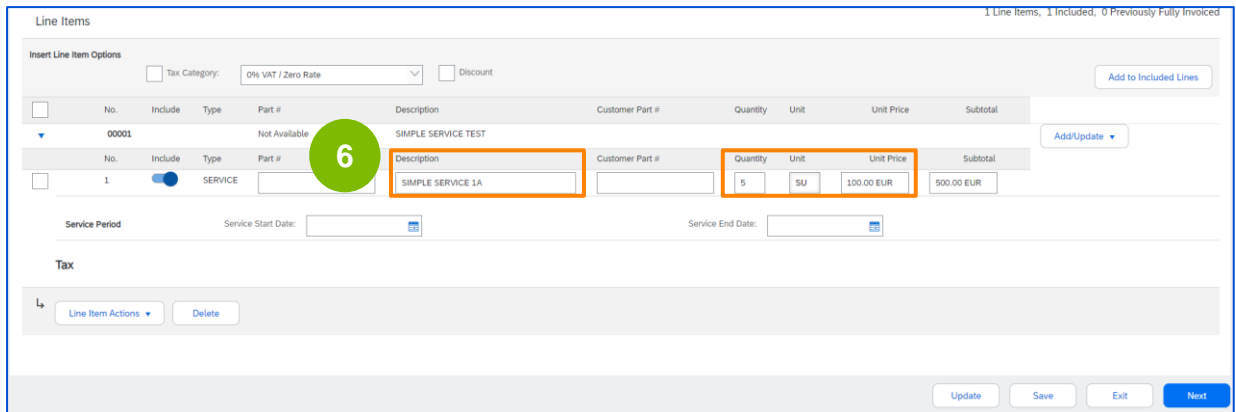
Line Item Actions ▾ Delete



**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

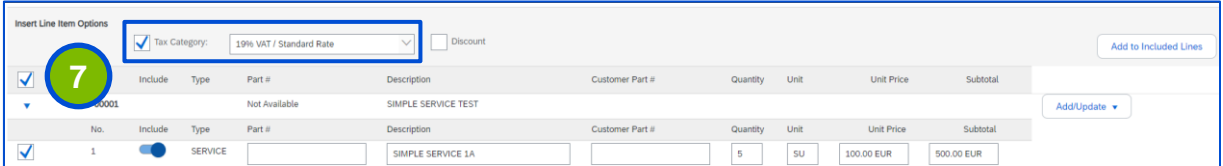
Update Save Exit Next



**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)

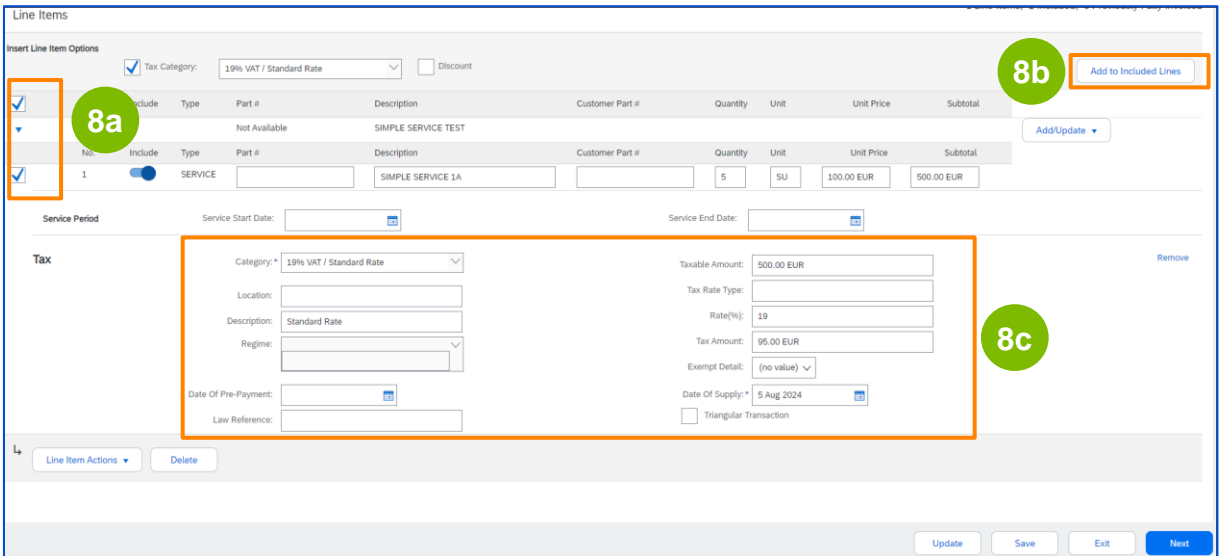
**7** (Buiten de Verenigde Staten) Klik op **Belastingcategorie** en selecteer een geschikte Belastingoptie in de vervolgkeuzelijst.



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

**8** (Buiten de Verenigde Staten)

- Selecteer de regelitems die je wilt opnemen en
- Klik op **Toevoegen aan inbegrepen regels**
- Vul de vereiste Belastinggegevens in (Categorie, Omschrijving, Tarief, enz.)



Line Items

Insert Line Item Options

Tax Category: 19% VAT / Standard Rate  Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
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**

Category: 19% VAT / Standard Rate Taxable Amount: 500.00 EUR

Location: Tax Rate Type:

Description: Standard Rate Rate(%): 19

Regime: Tax Amount: 95.00 EUR

Date Of Pre-Payment: Exempt Detail: (no value)

Law Reference: Date Of Supply: 5 Aug 2024

Triangular Transaction

Line Item Actions: Delete

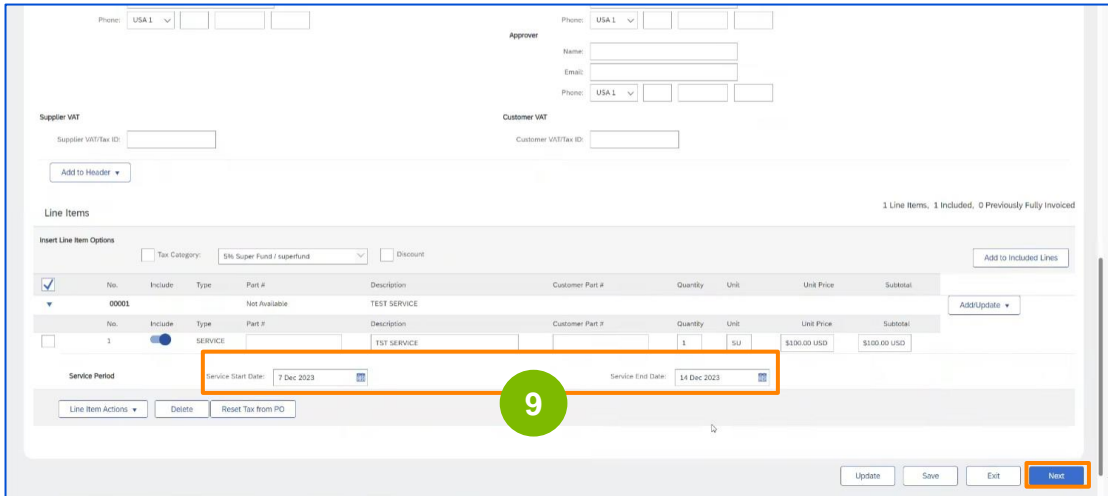
Update Save Exit Next



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

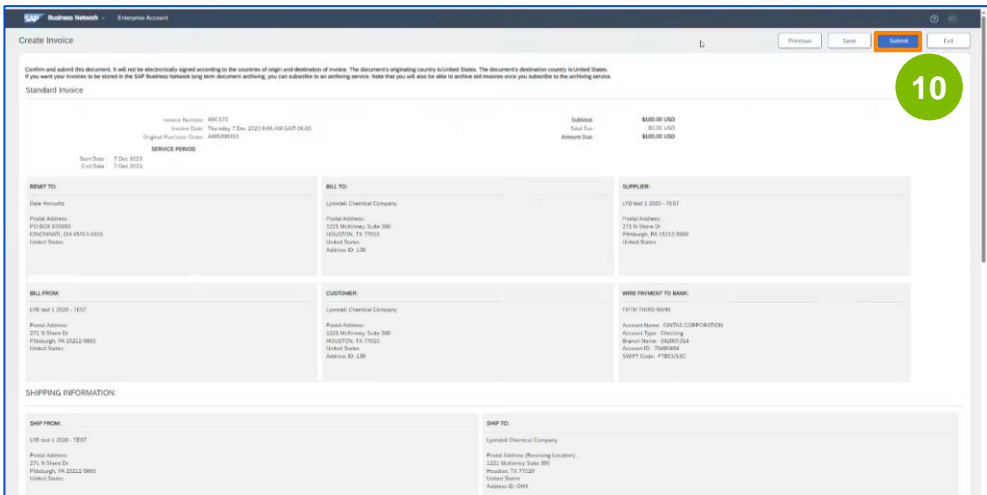
## Methoden voor het indienen van facturen - Factureren via PO Flip (Diensten)

- 9 Werk de velden **Begindatum** van de service en **Einddatum** van de service bij of wijzig deze. Klik op **Volgende** om verder te gaan.




The screenshot shows the 'Line Items' section of an SAP Ariba invoice. The 'Service Period' is defined with a 'Service Start Date' of 7 Dec 2023 and a 'Service End Date' of 14 Dec 2023. The 'Next' button is highlighted in blue.

- 10 Controleer uw factuur op juistheid op de pagina **Controleren**. Als er geen wijzigingen nodig zijn, klik je op **Verzenden** om de factuur naar LyondellBasell te sturen.



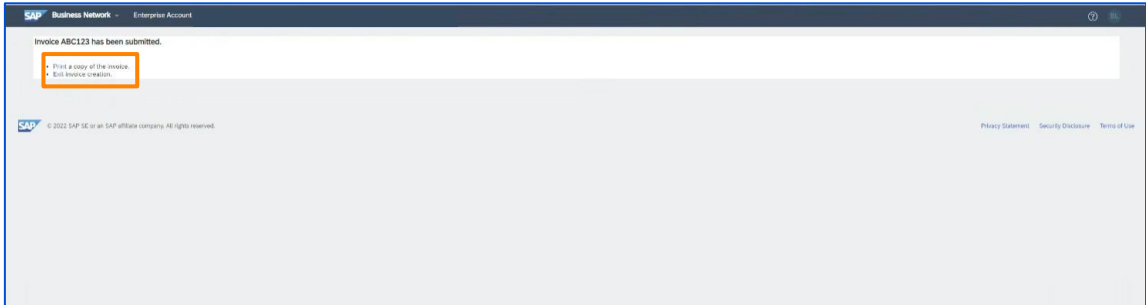
The screenshot shows the 'Create Invoice' summary page. The 'Send' button is highlighted in blue. The page displays the following details:

- Invoice Number:** 480333
- Invoice Date:** Thursday 7 Dec 2023 8:08 AM GMT-05:00
- Original Purchase Order:** 44859095
- Service Period:** Start Date: 7 Dec 2023, End Date: 14 Dec 2023
- Subtotal:** \$100.00 USD
- Tax Total:** \$0.00 USD
- Amount Due:** \$100.00 USD

 **Opmerking:** Sla je factuur op elk moment tijdens het maken op om er later aan te werken. Je kunt conceptfacturen maximaal 7 dagen bewaren.



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



**Opmerking:** Je krijgt een melding dat er een factuur is ingediend. Je 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 indienen factuur - Credit Memo (Kopniveau)

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

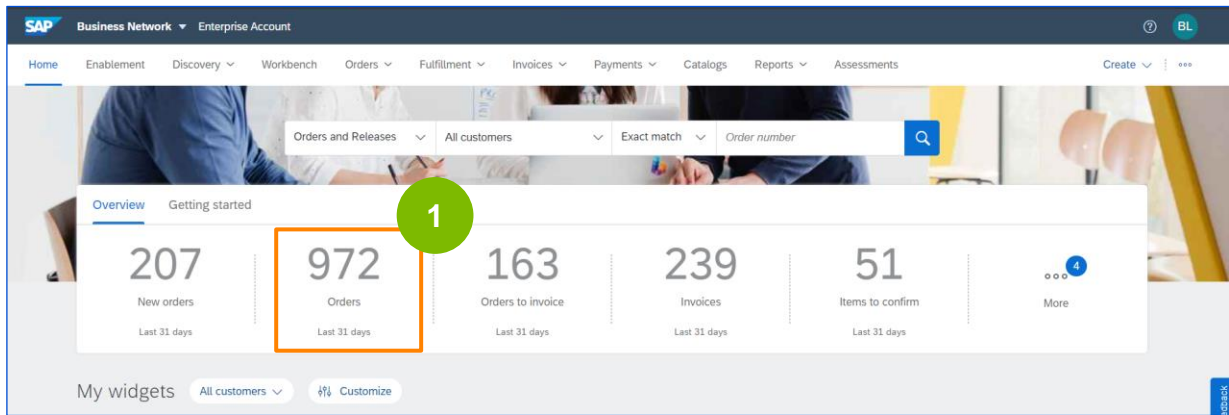


**Opmerking:** creditnota's op kopniveau worden alleen in bepaalde landen ondersteund.

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

1

Selecteer in het beginscherm van het Ariba Network het tabblad Orders om een lijst met inkooporders weer te geven.



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

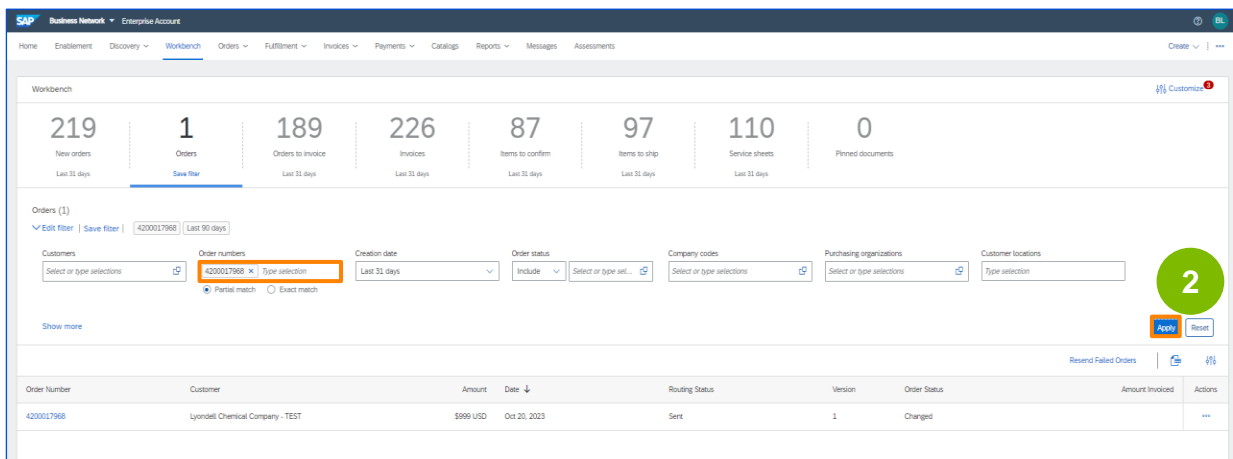


**Opmerking:** je kunt de lijst met inkooporders ook bekijken door naar **Workbench > Orders** te gaan

De pagina met inkooporders verschijnt.

2

Zoek de gewenste PO die moet worden gecrediteerd door het PO-nummer in te voeren in het veld **Ordernummers** en op **Toepassen** te klikken.



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 Pinned documents

Orders (1)

Customers Order numbers Creation date Order status Company codes Purchasing organizations Customer locations

4200017968 X Type selection

Partial match Exact match

Apply

Order Number	Customer	Amount	Date	Routing Status	Version	Order Status	Amount Invoiced	Actions
4200017968	Lyonell Chemical Company - TEST	\$999 USD	Oct 20, 2023	Set	1	Changed		...

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

De gewenste inkooporder verschijnt. Klik op de Ellipsis knop (...) >

**3** Maak creditnota voor de gewenste order waarvoor je een creditnota wilt maken.

The screenshot shows the SAP Business Network Workbench interface. At the top, there are several summary cards: 219 New orders, 1 Orders, 189 Orders to invoice, 226 Invoices, 87 Items to confirm, 97 Items to ship, 110 Service sheets, and 0 Pinned documents. Below this is a filter section for 'Orders (1)' with various search criteria like Customers, Order numbers, Creation date, Order status, Company codes, Purchasing organizations, and Customer locations. A table below the filters shows one order: Order Number 4200017968, Customer Lyondell Chemical Company - TEST, Amount \$999 USD, Date Oct 20, 2023, Routing Status Sent, Version 1, and Order Status Changed. A context menu is open over this order, listing actions like 'Confirm entire order', 'Update line items', 'Reject entire order', 'Create ship notice', 'Create service sheet', 'Standard invoice', 'Create Credit Memo' (highlighted with a green circle and the number 3), 'Create line-item credit memo', 'Create line-item debit memo', and 'Actions'.

**4** Vul de informatie in de creditnota in (het bedrag en de belastingen moeten negatief zijn). Zorg ervoor dat alle verplichte velden (gemarkeerd met een sterretje \*) zijn ingevuld.

The screenshot shows the 'Create Credit Memo' form. The 'Header Information' section is highlighted with an orange box and a green circle with the number 4. It contains fields for 'Invoice #:\*' (42157324), 'Invoice Date:\*' (11 Apr 2017), and 'Supplier Account ID #'. There is also a checkbox for 'Information Only. No action is required from the customer.' and fields for 'Original PO # : ServicePO1', 'Customer Reference:', and 'Supplier Reference:'. The 'Adjustment' section is also highlighted with an orange box. It contains fields for 'Adjustment in Subtotal:' (Amount must be negative.), 'Adjustment in Tax' (with a 'Create Tax' dropdown), 'Adjustment in Special Handling:' (Amount must be negative.), and 'Adjustment in Shipping:' (Amount must be negative.). Below this is the 'Attachments' section, which states 'The total size of all attachments cannot exceed 10MB' and has a 'Browse...' button and an 'Add Attachment' button. The form has 'Next' and 'Exit' buttons at the top right and bottom right.

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

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

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 Controleer de creditnota en klik op de knop **Verzenden** om de factuur in te dienen.

**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**



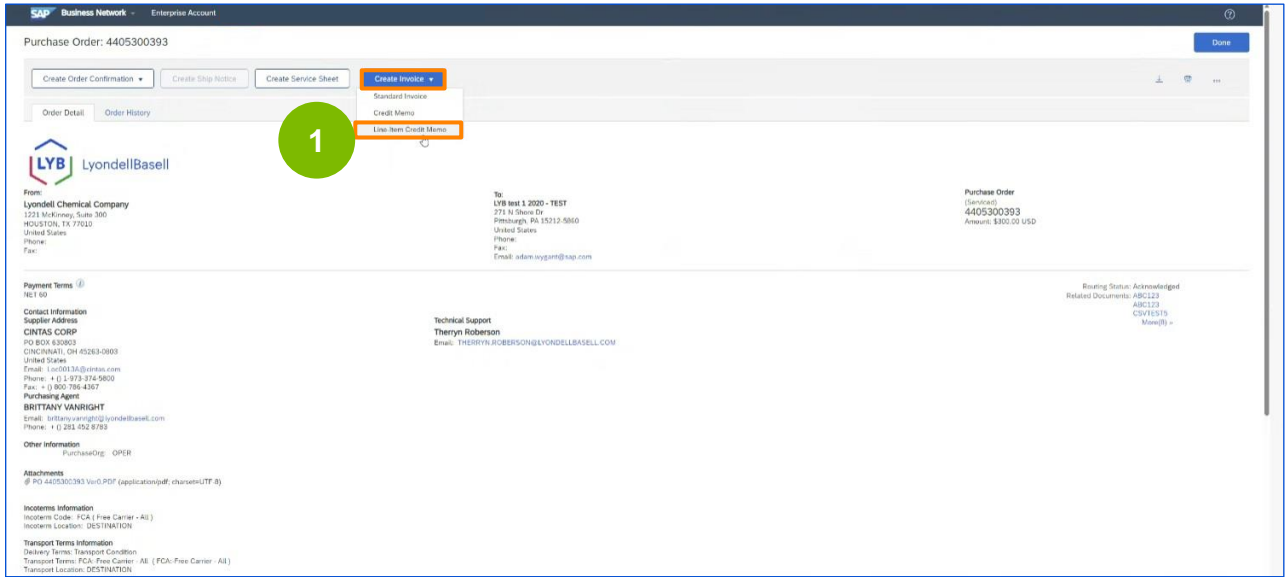
## **Methoden voor indienen factuur - Credit Memo (itemniveau)**

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** | Standard Invoice | Credit Memo | **Line-Item Credit Memo**

Order Detail | Order History

**1**

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 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 82903  
CINCINNATI, OH 45263-2003  
United States  
Email: LIND0333@intas.com  
Phone: +1 513-374-5800  
Fax: +1 800-788-4267

Purchasing Agent:  
BRITTANY VANRIGHT  
Email: brittanyvanright@lyondellbasell.com  
Phone: +1 281-452-8782

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

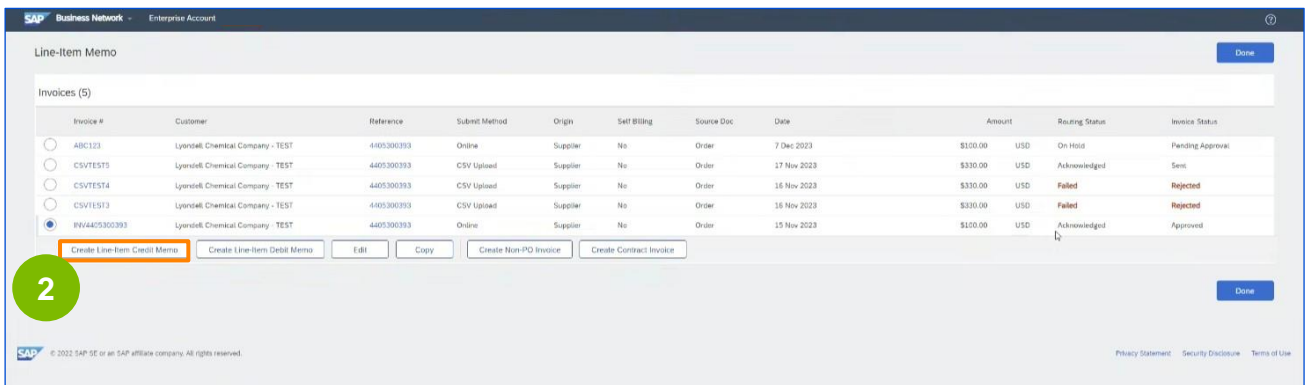
Technical Support  
Therryn Roberson  
Email: THERRYN.ROBERSON@LYONDELLBASELL.COM

Routing Status: Acknowledged  
Related Documents: ABC123  
ABC123  
CSV1513  
Memo(0)

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)

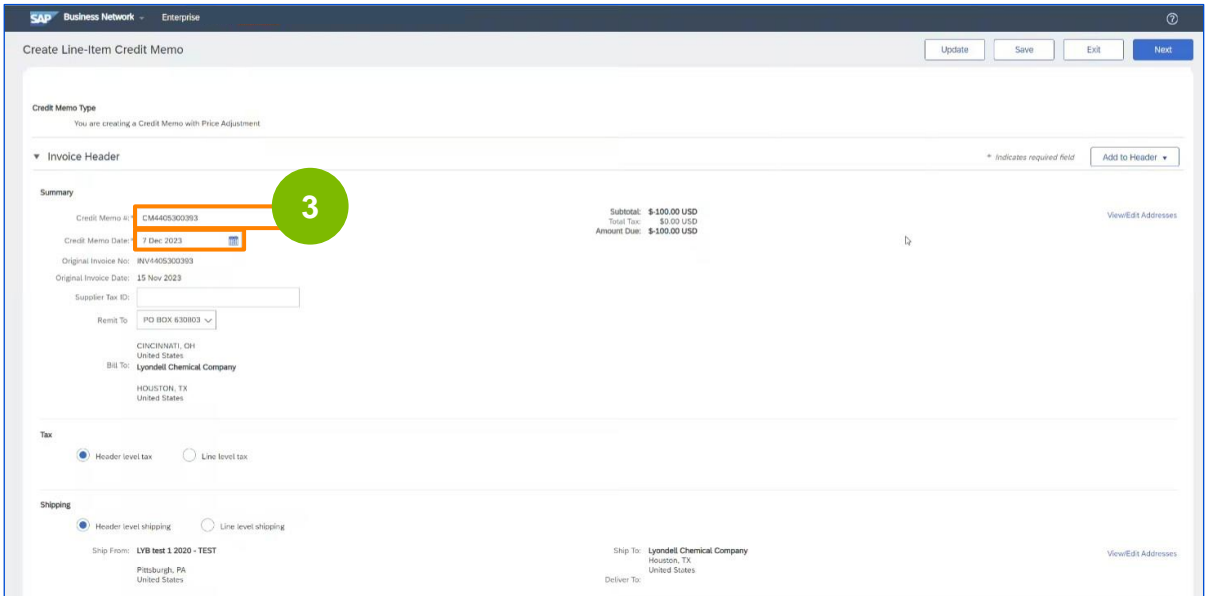
Invoice #	Customer	Reference	Subrel Method	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status
ABC123	Lyondell Chemical Company - TEST	4405300393	Order	Supplier	No	Order	7 Dec 2023	\$100.00 USD	On Hold	Pending Approval
CSVTEST3	Lyondell Chemical Company - TEST	4405300393	CSV Upload	Supplier	No	Order	17 Nov 2023	\$330.00 USD	Acknowledged	Sent
CSVTEST4	Lyondell Chemical Company - TEST	4405300393	CSV Upload	Supplier	No	Order	16 Nov 2023	\$330.00 USD	Failed	Rejected
CSVTEST5	Lyondell Chemical Company - TEST	4405300393	CSV Upload	Supplier	No	Order	16 Nov 2023	\$330.00 USD	Failed	Rejected
IN4405300393	Lyondell Chemical Company - TEST	4405300393	Order	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-PD Invoice | Create Contract Invoice

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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.



**3**

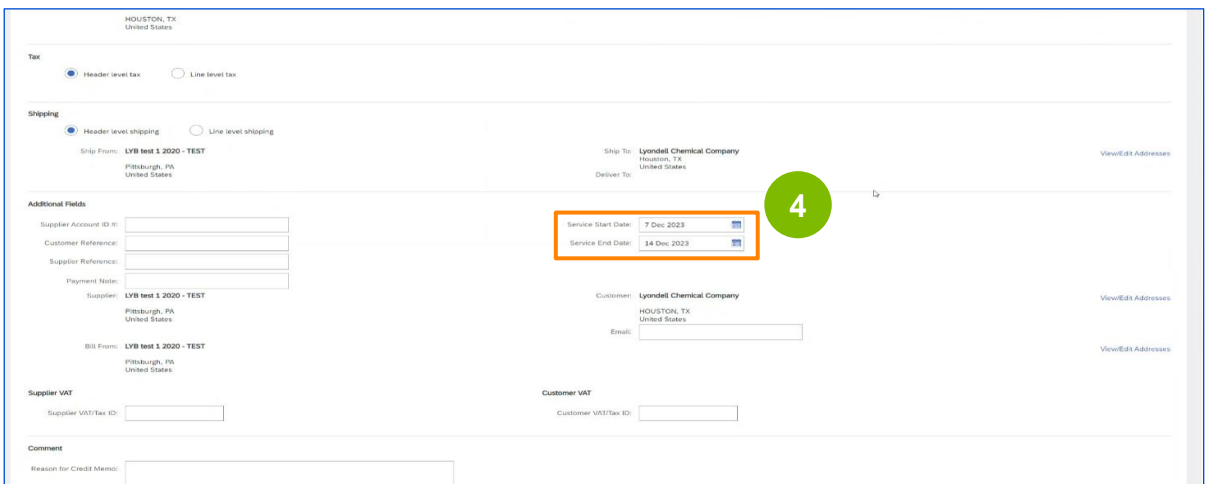
Subtotal: \$-100.00 USD  
Total Tax: \$0.00 USD  
Amount Due: \$-100.00 USD

View/Edit Addresses

View/Edit Addresses

View/Edit Addresses

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



**4**

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

View/Edit Addresses

View/Edit Addresses

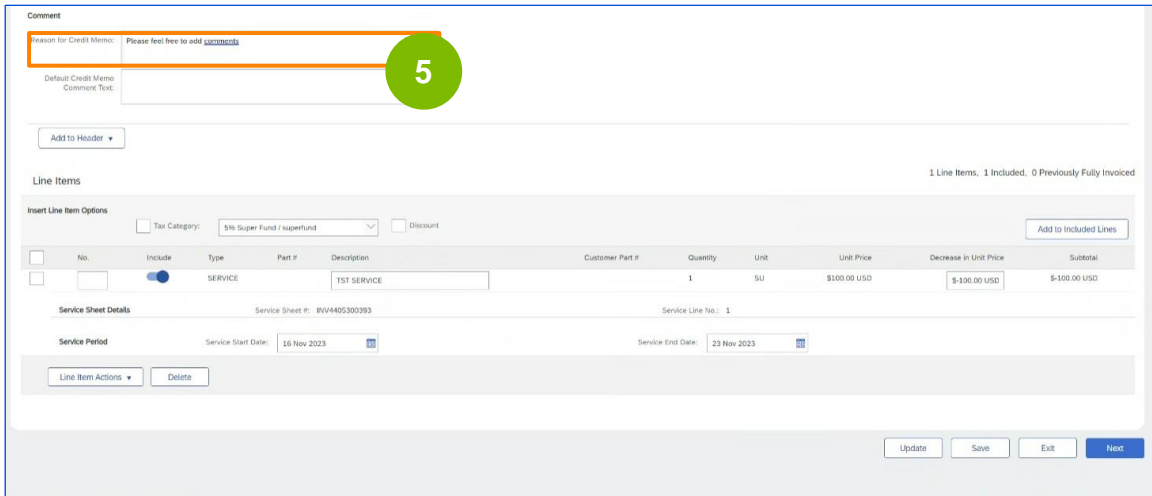
View/Edit Addresses



## 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:   Discount Add to Included Lines

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

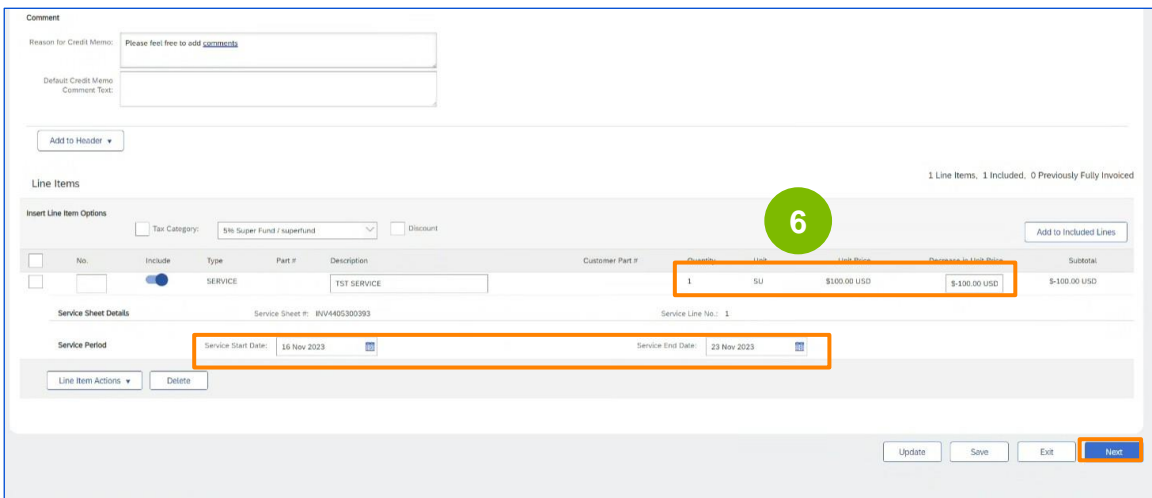
Service Sheet Details Service Sheet #: BV4405300393 Service Line No.: 1

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

Line Item Actions ▾

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:   Discount Add to Included Lines

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

Service Sheet Details Service Sheet #: BV4405300393 Service Line No.: 1

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

Line Item Actions ▾



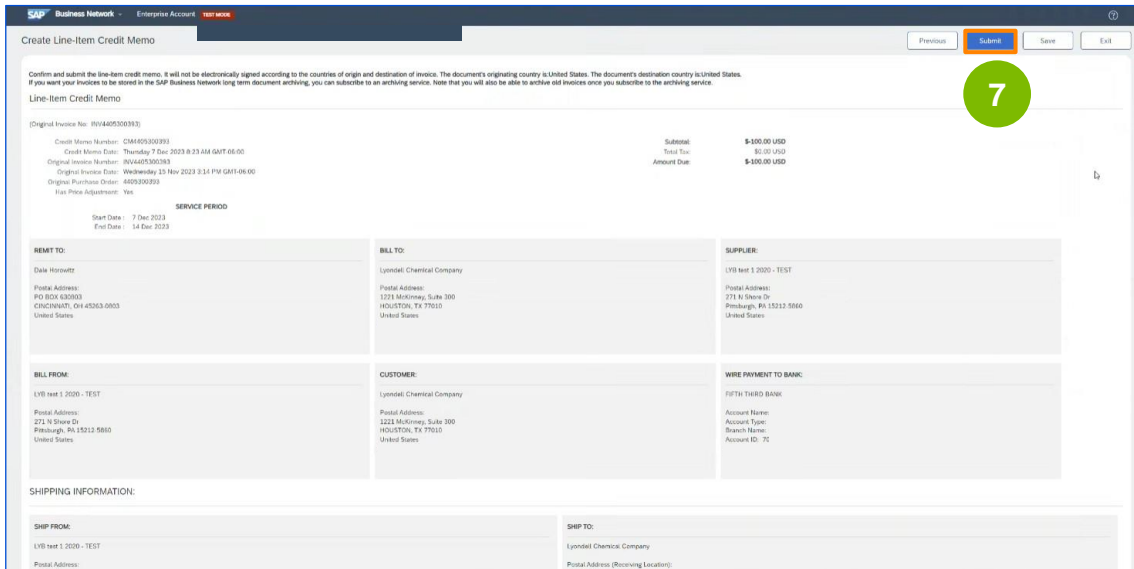
### Opmerkingen:

- 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 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

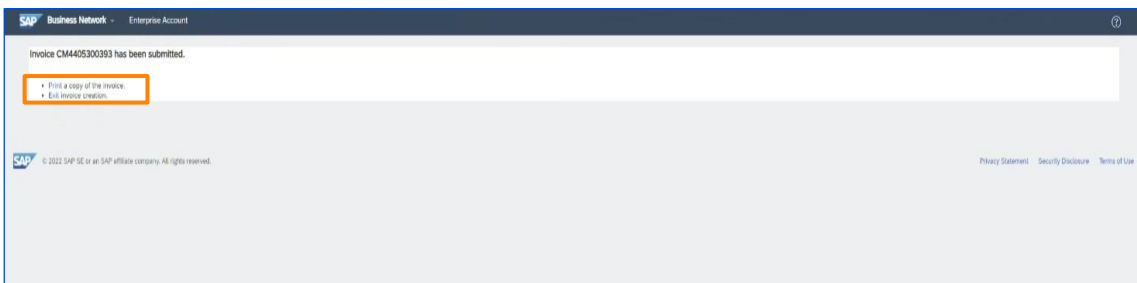
Start Date: 7 Dec 2023  
End Date: 14 Dec 2023

<b>REMIT TO:</b> Date Horwitz Postal Address: PO BOX 830003 CINCINNATI, OH 45263-0003 United States	<b>BILL TO:</b> Lyondell Chemical Company Postal Address: 1222 McKinney, Suite 300 HOUSTON, TX 77010 United States	<b>SUPPLIER:</b> LYB test 1 2020 - TEST Postal Address: 271 N Shore Dr Pittsburgh, PA 15212-5860 United States
<b>BILL FROM:</b> LYB test 1 2020 - TEST Postal Address: 271 N Shore Dr Pittsburgh, PA 15212-5860 United States	<b>CUSTOMER:</b> Lyondell Chemical Company Postal Address: 1222 McKinney, Suite 300 HOUSTON, TX 77010 United States	<b>WIRE PAYMENT TO BANK:</b> FIFTH THIRD BANK Account Name: Account Type: Branch Name: Account ID: TC

SHIPPING INFORMATION:

<b>SHIP FROM:</b> LYB test 1 2020 - TEST Postal Address:	<b>SHIP TO:</b> Lyondell Chemical Company 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.

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  
 Invoice type: All

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 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.

SAP Business Network Enterprise Account

Invoice: Copy of 17415872

Invoice Header

Summary

Purchase Order: 4404969104  
 Invoice #: **17415872** (highlighted with red box and green circle 4)  
 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

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

Shipping

Header level shipping | Line level shipping

Ship From: LYB Inst 1 2023 - TEST  
 Pittsburgh, PA United States  
 Ship To: Lyondell Chemical Company  
 Houston, TX United States  
 Deliver To:

Payment Term

Net Terms (Days): 00

Additional Fields

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

Service Start Date: 5 Oct 2023  
 Service End Date: 5 Oct 2023



**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

View/Edit Addresses

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: 75453434  
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 Postal Address:	Channelview Equistar Postal Address: 8281 Sheldon Road Channelview, TX 77530-2963 United States Address ID: CHO Phone (work): +1 (281) 4528888	LYB test 1 2020 - TEST

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





## 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 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 "€2.02M EUR" and the "Invoice aging" widget shows "€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 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.



## 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

5

The screenshot shows the details of invoice 11221654. The invoice status is Pending Approval. 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

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



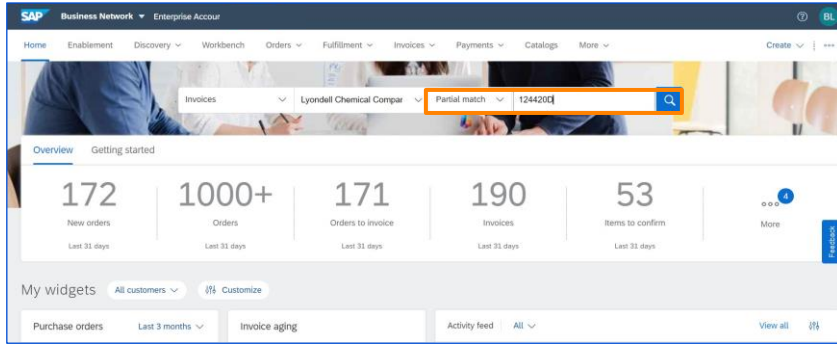
**Opmerking:** de details van de gewenste factuur worden weergegeven.



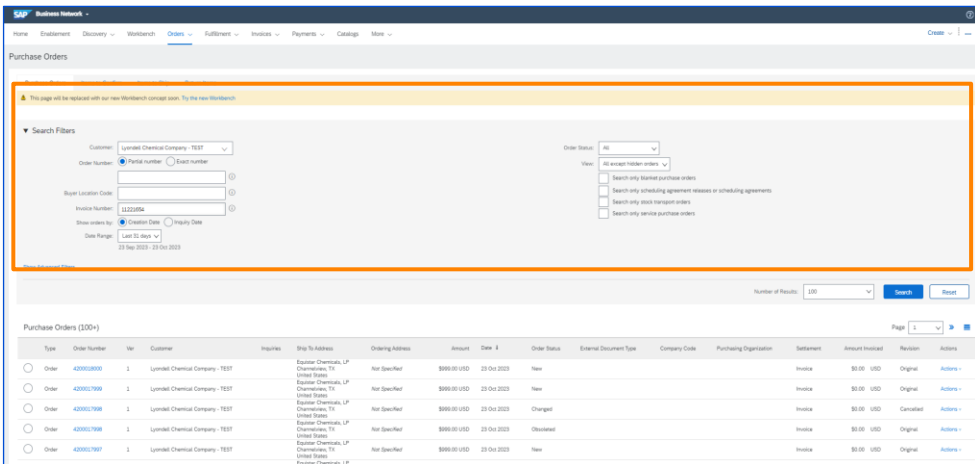
## Factuurbeheer - Een factuur zoeken



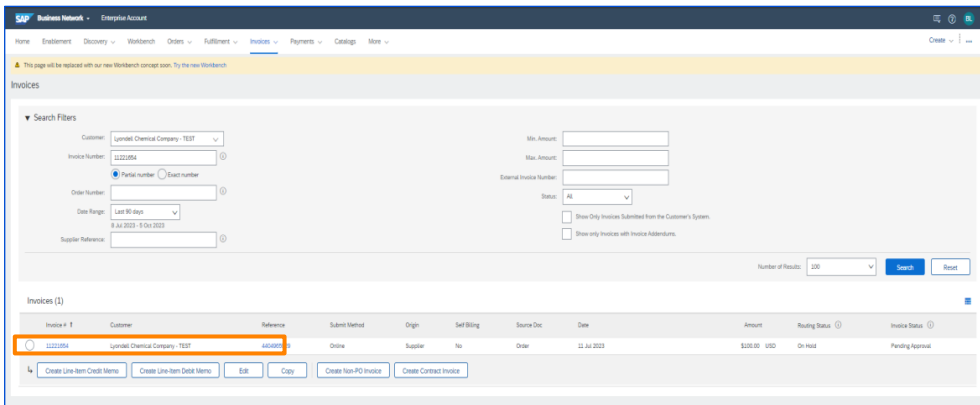
**Opmerking:** Als u het exacte factuurnummer niet weet, kunt u in het vervolkeuzemenu een gedeeltelijke overeenkomst selecteren en op zoeken klikken.



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

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: Lyondell Chemical Company - TEST

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	Discounts/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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## 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 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  
Product 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 (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, 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	...

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	\$800 USD	\$0 USD	\$0 USD	\$800 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.

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

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.

My widgets All customers Customize

2

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

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 '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



## 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.

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 'Network Settings' menu is open, showing options like 'Electronic Order Routing' and 'Electronic Invoice Routing'.

2

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

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 displays various settings including 'Sending Method' with options for 'Invoices' and 'Customer Invoices', and '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, you can download archived invoices from the [Outbox > Archived Invoices](#) 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, you can 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

**4**

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

**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!**





# Português



# Guia de fatura da rede Ariba

## Auxílio ao trabalho

**Publicado:** outubro de 2023

**Revisto:** janeiro de 2025

**Proprietário:** Equipa Source-to-Pay da LyondellBasell



## 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 - 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.
- Retain 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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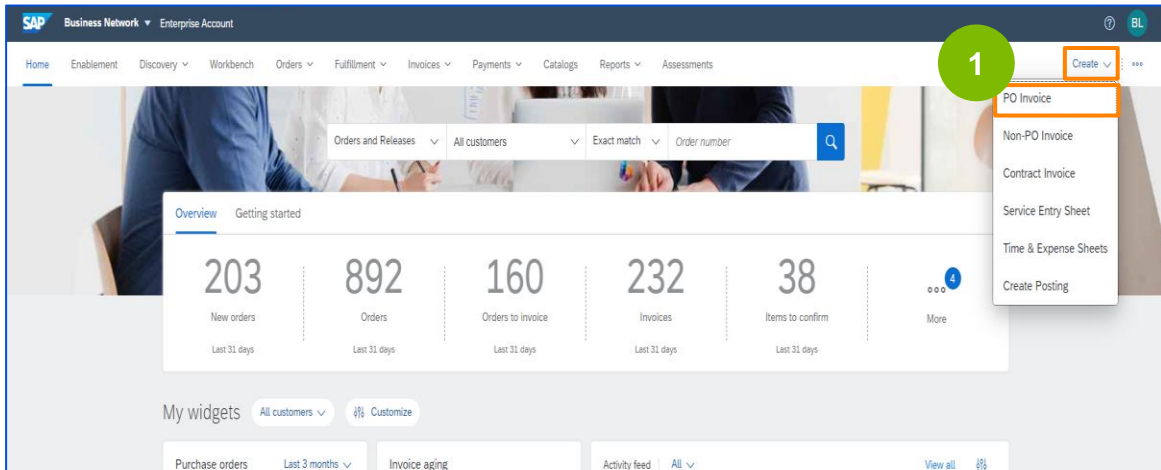


## **Métodos de envio de faturas - Fatura via PO Flip (Materiais)**

As etapas a seguir são para os **fornecedores da LyondellBasell**

## Métodos de envio de faturas - Fatura via PO Flip (Materiais)

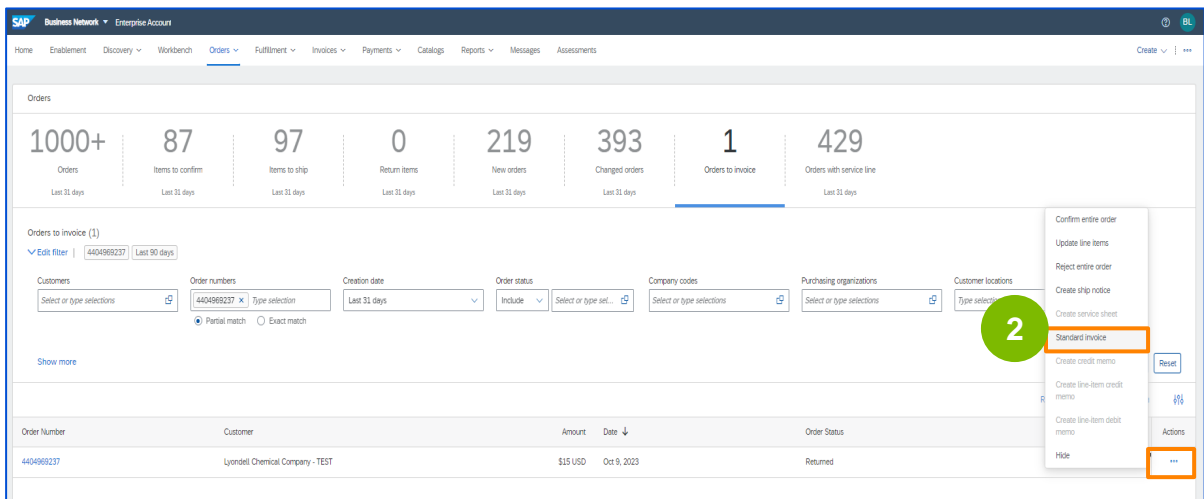
1 Na tela inicial de sua conta da Ariba Network, selecione o menu suspenso **Criar** e selecione **Fatura de pedido**.



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.

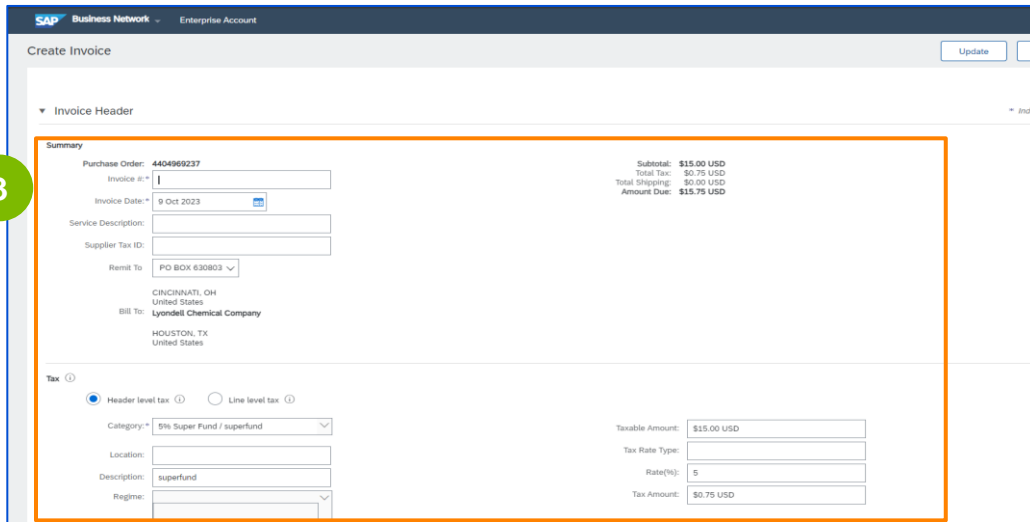


Order Number	Customer	Amount	Date	Order Status
4404969237	Lyondell Chemical Company - TEST	\$15 USD	Oct 9, 2023	Returned

## 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)



**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:

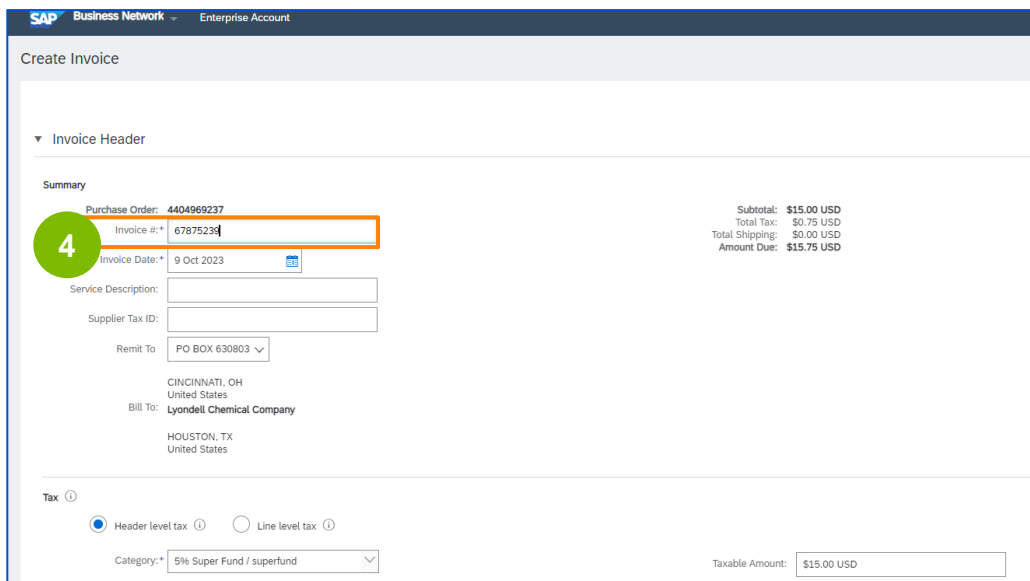
Description: superfund

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** 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.



**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

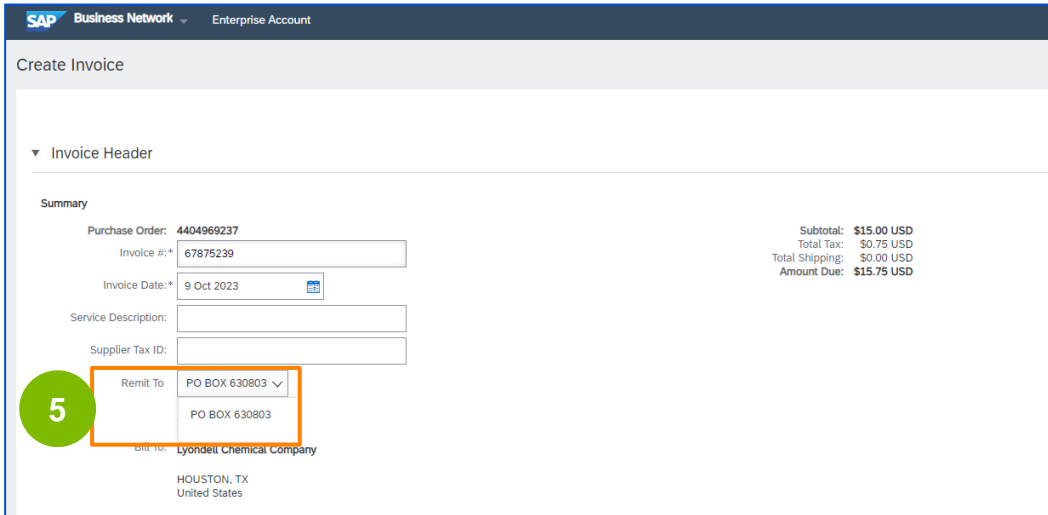
Taxable Amount:

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

 **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)

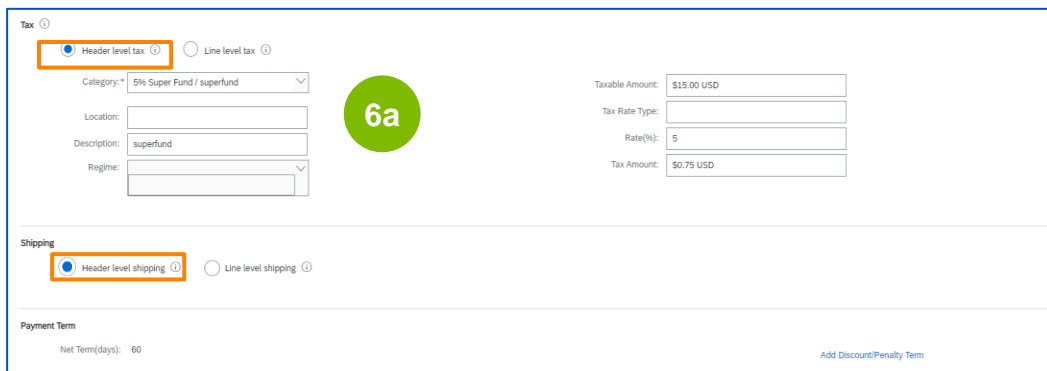
5 **Selecione** um endereço **Remit-To** apropriado na caixa suspensa.



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

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

6 a. **(Apenas nos Estados Unidos)** Selecione **Imposto de cabeçalho e envio**, selecionando os botões de opção adequados.



**Tax**

Header level tax  Line level tax

Category: 5% Super Fund / superfund

Location:

Description: superfund

Regime:

Rateable Amount: \$15.00 USD

Tax Rate Type:

Rate(%): 5

Tax Amount: \$0.75 USD

**Shipping**

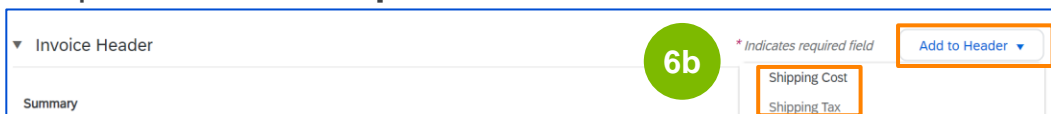
Header level shipping  Line level shipping

**Payment Term**

Net Term(days): 60

Add Discount/Penalty Term

b. **(fora dos Estados Unidos)** Selecione **Envio** ao nível do cabeçalho, selecionando o botão de opção adequado. Clique em **'Adicionar ao cabeçalho'** e escolha **'Custo de envio'**. Repita este passo para adicionar **'Imposto de envio'**.



Invoice Header	
Summary	Shipping Cost
	Shipping Tax

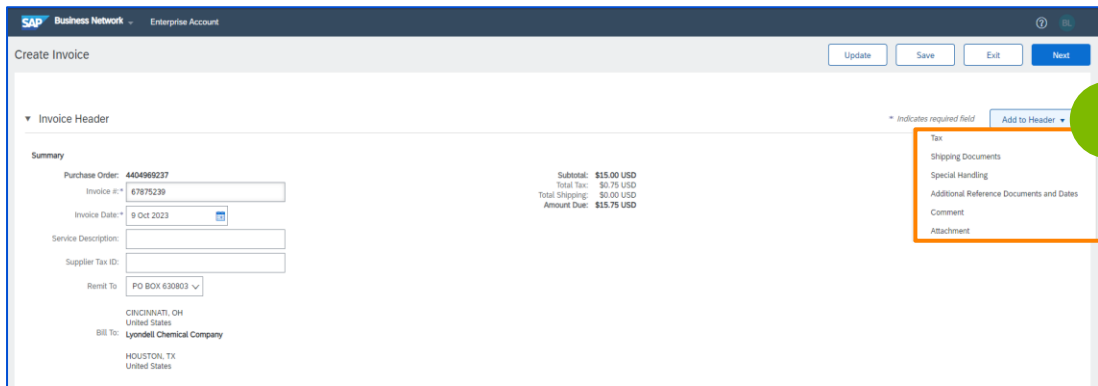
\* Indicates required field

Add to Header

## Métodos de envio de faturas - Fatura via PO Flip (Materiais)

7

**Passo opcional:** também pode adicionar informações adicionais ao cabeçalho da fatura, como Tratamento Especial, Comentário, Anexo, Documentos de Envio.



8

- a. Role para baixo e revise ou atualize a Quantidade para cada item de linha que estiver faturando.
- b. Se você quiser excluir um item de linha da fatura, clique na marca de seleção verde do item de linha.
- c. Você pode excluir o item de linha clicando na caixa de seleção à esquerda e clicando em "Excluir".

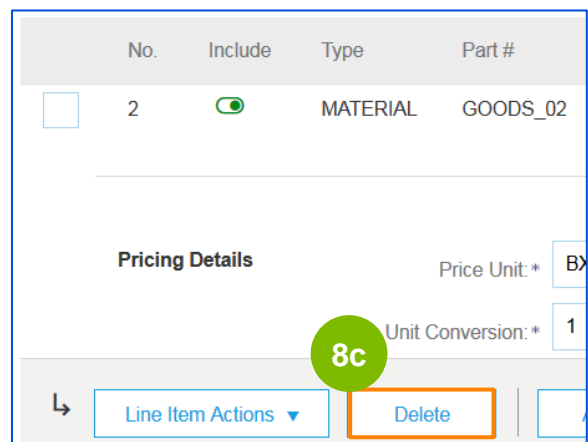
8a

Quantity	Unit	Unit Price
10	BX	25.00 EUR

8b

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

8c



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

Pricing Details

Price Unit: \* BX

Unit Conversion: \* 1

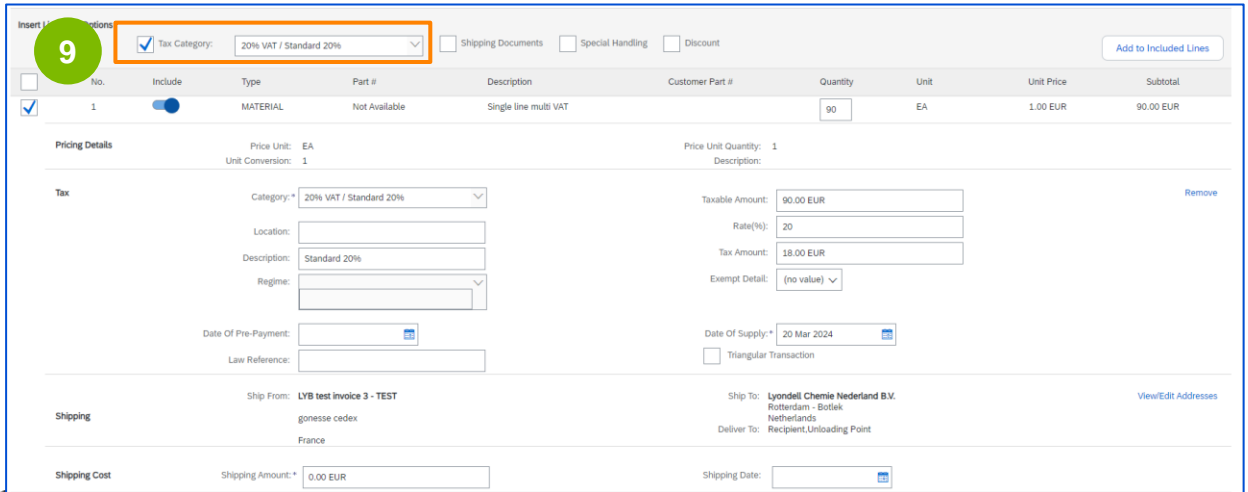
Line Item Actions ▾ Delete



**Observação:** Você pode gerar uma fatura posteriormente para cobrar o item excluído.

## Métodos de envio de faturas - Fatura via PO Flip (Materiais)

**9** (fora dos Estados Unidos) Clique em **Categoria de imposto** e selecione a opção no menu suspenso.



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

**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  
gonesse cedex  
France

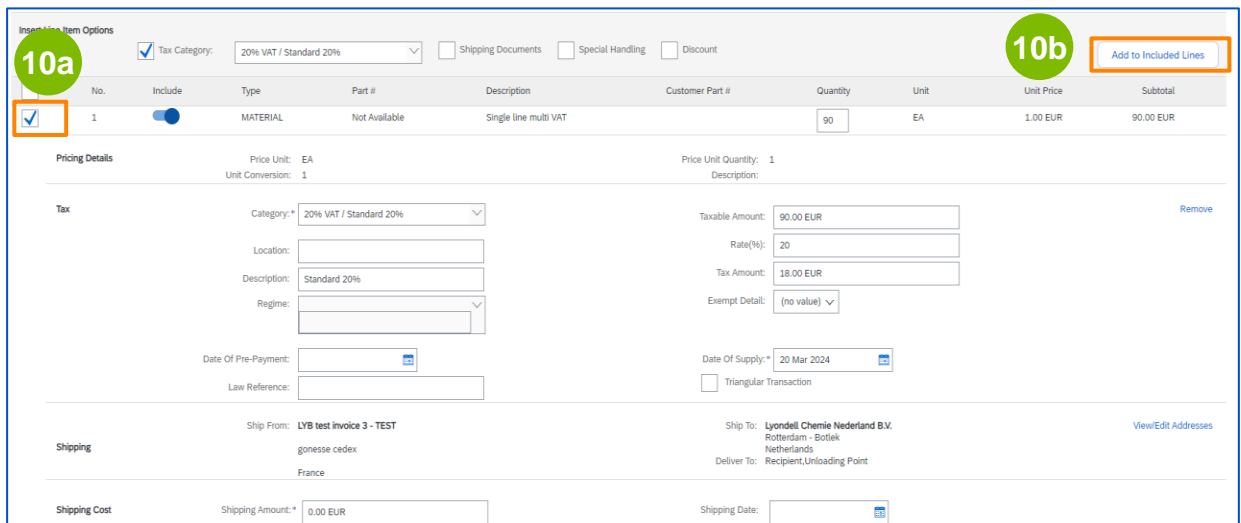
Ship To: Lyondell Chemie Nederland B.V.  
Rotterdam - Botlek  
Netherlands  
Deliver To: Recipient Unloading Point

**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.

**10** (fora dos Estados Unidos) Selecione os itens de linha que pretende incluir e clique em **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

**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  
gonesse cedex  
France

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

**Shipping Cost**

Shipping Amount: 0.00 EUR  
Shipping Date:

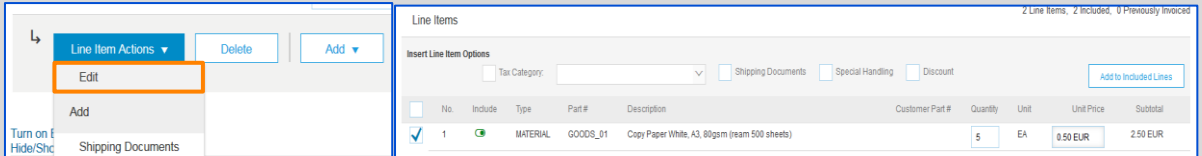


## Métodos de envio de faturas - Fatura via PO Flip (Materiais)



### Notas:

- Os **detalhes adicionais** podem ser visualizados ao nível do item de linha, editando um item de linha.

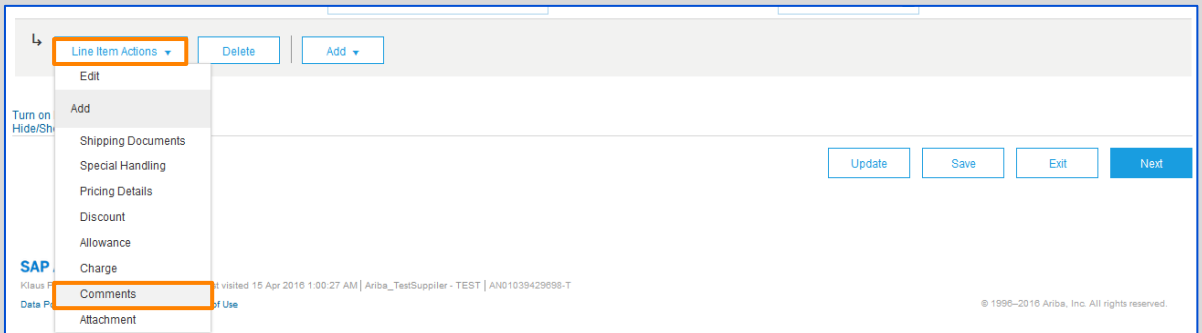


The screenshot shows the SAP Line Item Actions menu. The 'Edit' option is highlighted with an orange box. The menu also includes 'Delete', 'Add', and 'Shipping Documents' options. The background shows a table of line items with columns for No., Include, Type, Part#, Description, Customer Part#, Quantity, Unit, Unit Price, and Subtotal.

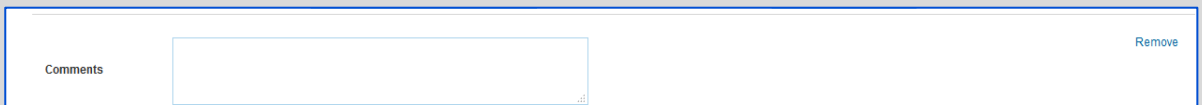
No.	Include	Type	Part#	Description	Customer Part#	Quantity	Unit	Unit Price	Subtotal
1	<input checked="" type="checkbox"/>	MATERIAL	GOODS_01	Copy Paper White, A3, 80gsm (ream 500 sheets)		5	EA	0.50 EUR	2.50 EUR



- Para adicionar comentários aos itens de linha, seleccione Itens de linha, clique em Ações de itens de **linha** > **Comentários**.



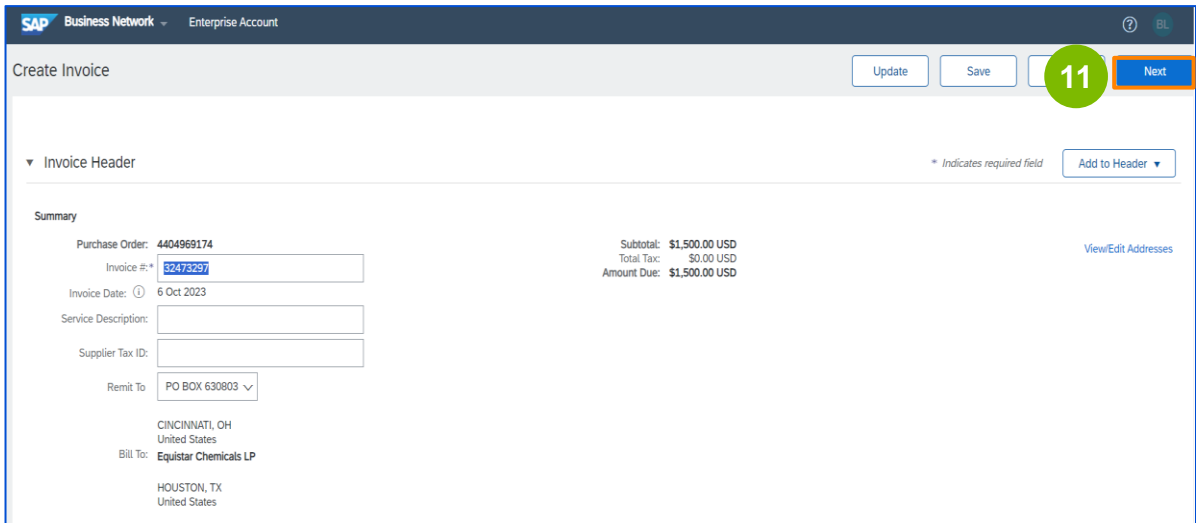
The screenshot shows the SAP Line Item Actions menu with the 'Comments' option highlighted in orange. The menu also includes 'Edit', 'Add', 'Shipping Documents', 'Special Handling', 'Pricing Details', 'Discount', 'Allowance', 'Charge', and 'Attachment' options. The background shows the same table of line items as the previous screenshot.



The screenshot shows the SAP Comments input field. The field is labeled 'Comments' and has a 'Remove' button next to it.

## Métodos de envio de faturas - Fatura via PO Flip (Materiais)

11 Clique em **Seguinte** para prosseguir.



SAP Business Network Enterprise Account

Create Invoice

Update Save **11** 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:

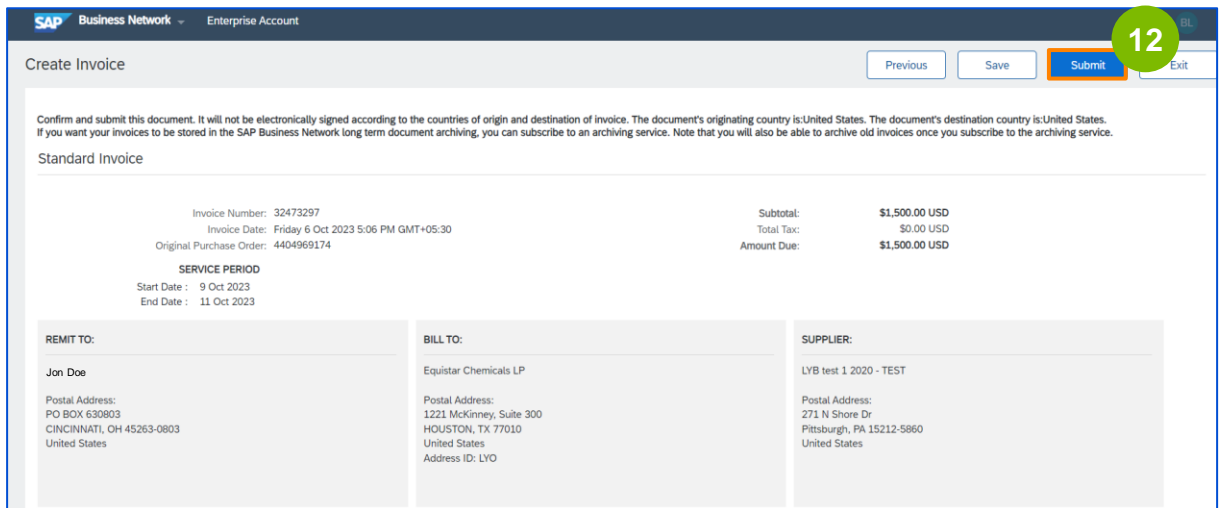
Remit To: PO BOX 630803

CINCINNATI, OH  
United States

Bill To: Equistar Chemicals LP

HOUSTON, TX  
United States

12 Reveja a precisão da sua fatura na página **Revisão**. Se não forem necessárias alterações, clique em **Enviar** para enviar a fatura para LyondellBasell.



SAP Business Network Enterprise Account

Create Invoice

Previous Save **12** 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

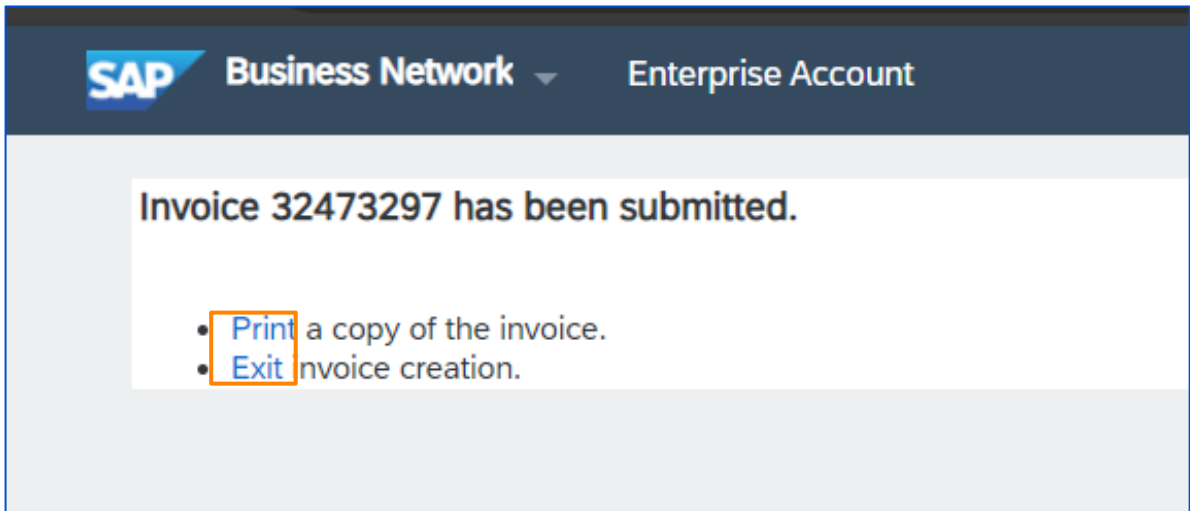
SERVICE PERIOD  
Start Date : 9 Oct 2023  
End Date : 11 Oct 2023

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



**Nota:** guarde a sua fatura a qualquer momento durante a criação da fatura para trabalhar nela mais tarde. Pode guardar rascunhos de faturas 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.

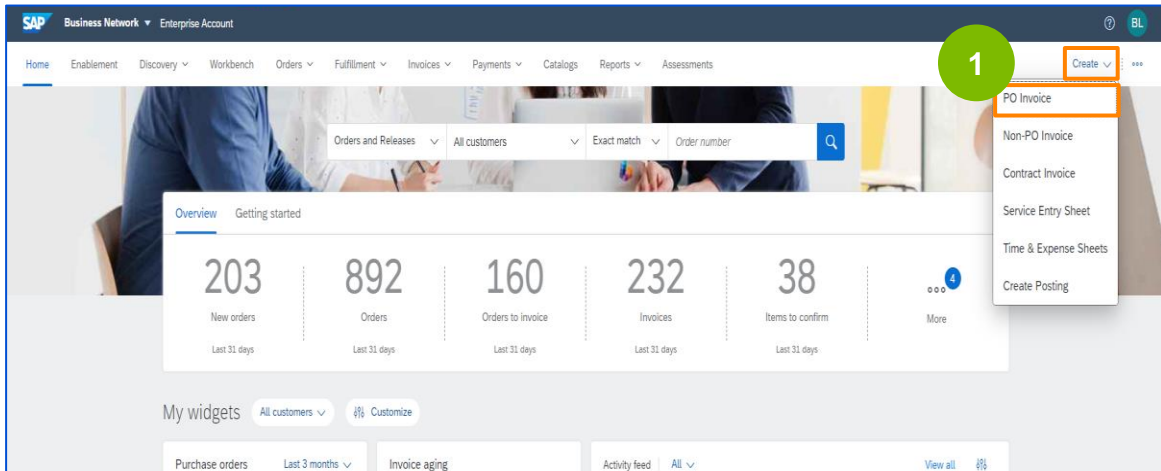


## Métodos de envio de faturas - Fatura via PO Flip (Serviços)

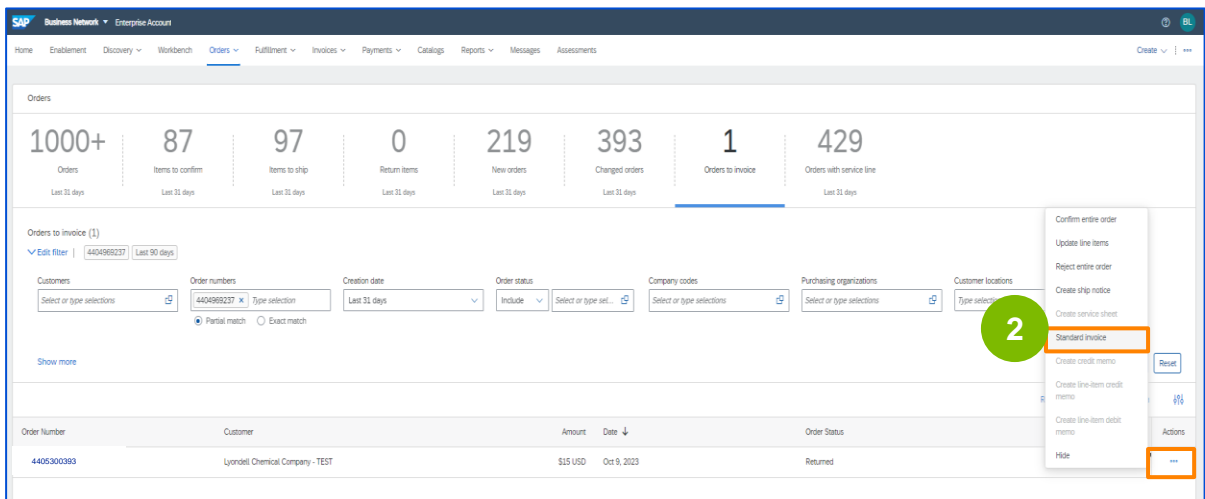
As etapas a seguir são para os **fornecedores da LyondellBasell**

## 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**.

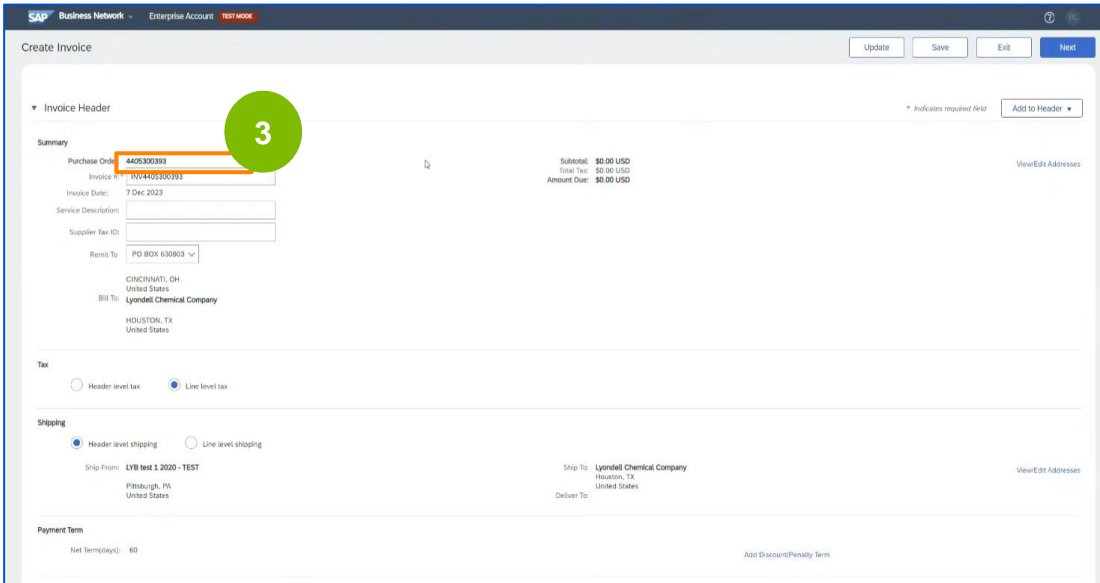


2 A página de pedidos é exibida. Procure a fatura desejada e clique no botão de reticências (...) > **Fatura padrão** para o pedido desejado para o qual você deseja criar uma fatura.



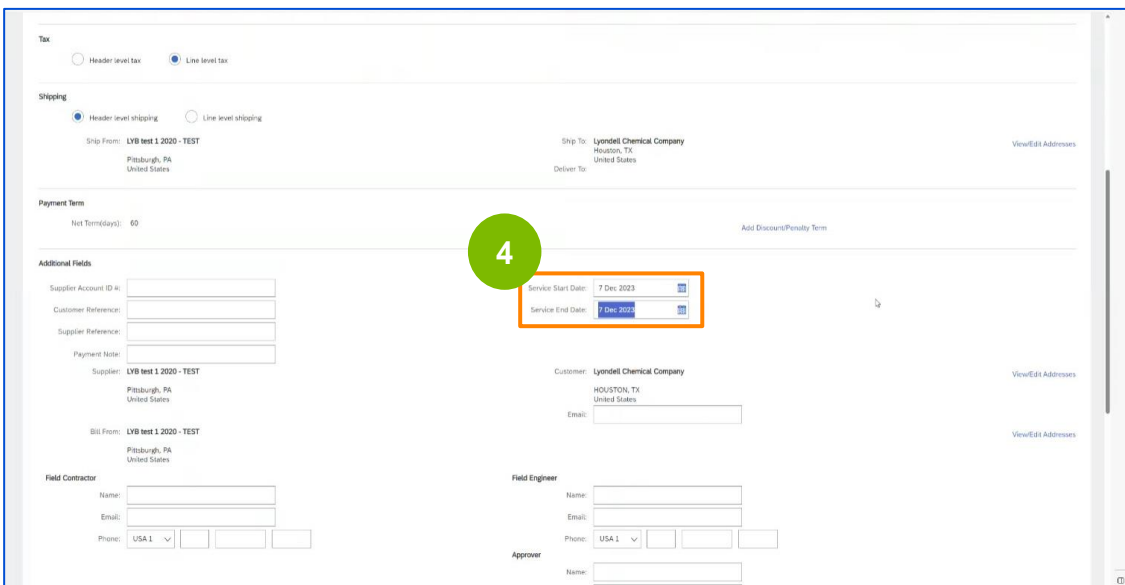
## Métodos de envio de faturas - Fatura via PO Flip (Serviços)

**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.

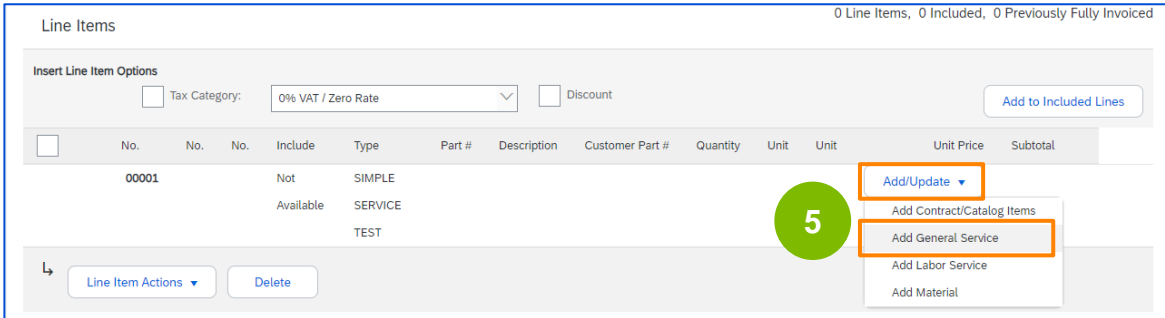


The screenshot shows the 'Additional Fields' section of the 'Create Invoice' interface. A green circle with the number '4' highlights the 'Service Start Date' and 'Service End Date' fields, which are both set to '7 Dec 2023'. Other fields include 'Supplier Account ID #', 'Customer Reference', 'Supplier 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**

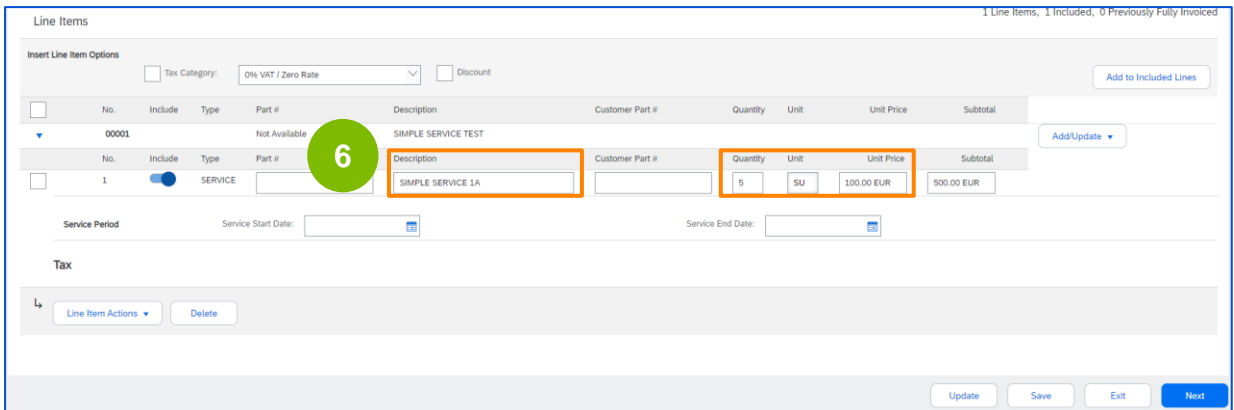
- Add/Update ▾
- Add Contract/Catalog Items
- Add General Service
- Add Labor Service
- Add Material



**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

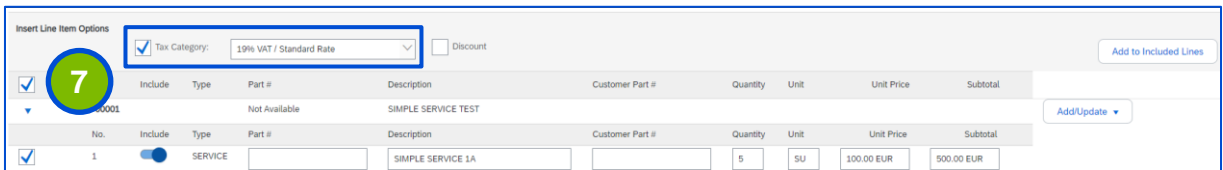
**6**



**Observação:** Sempre preencha o campo **Quantity (Quantidade)** com "1" e o campo **Unit (Unidade)** com "SU" para ordens de serviço.

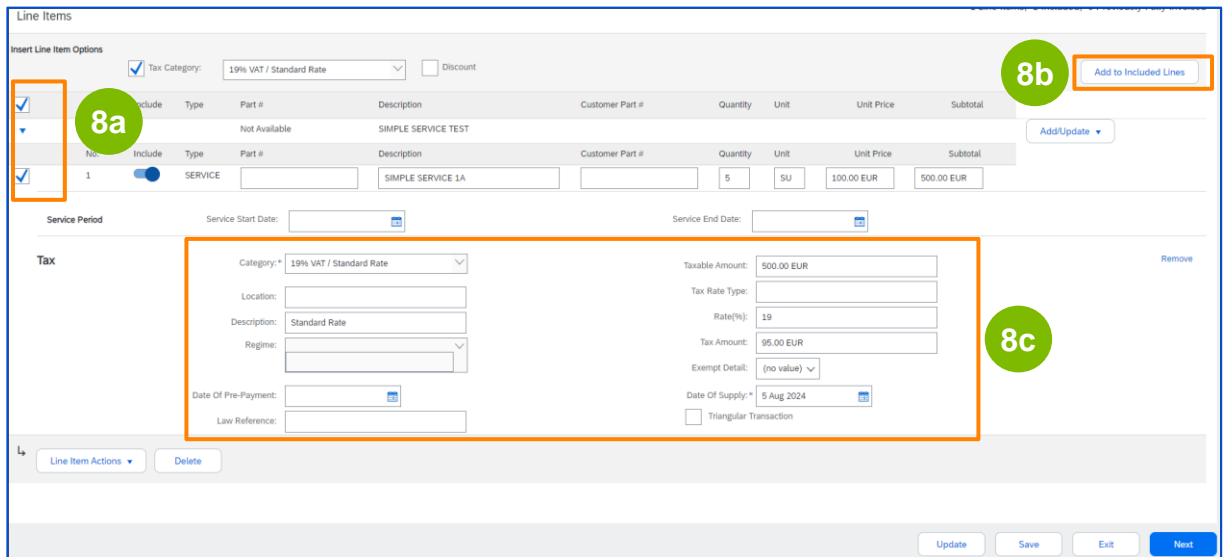
## Métodos de envio de faturas - Fatura via PO Flip (Serviços)

- 7 (fora do estado dos Estados Unidos) Clique em Categoria de imposto e selecione uma opção de imposto adequada no menu suspenso.



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

- 8 (fora do estado dos Estados Unidos)
- Selecione os itens de linha que pretende incluir
  - Clique em Adicionar às linhas incluídas
  - Preencha os dados fiscais necessários (categoria, descrição, taxa, etc.)



Line Items

Insert Line Item Options

Tax Category: 19% VAT / Standard Rate  Discount

8a

8b Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
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

Category: 19% VAT / Standard Rate

Location:

Description: Standard Rate

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: 500.00 EUR

Tax Rate Type:

Rate(%): 19

Tax Amount: 95.00 EUR

Exempt Detail: (no value)

Date Of Supply: 5 Aug 2024

Triangular Transaction

Line Item Actions:

Update Save Exit Next

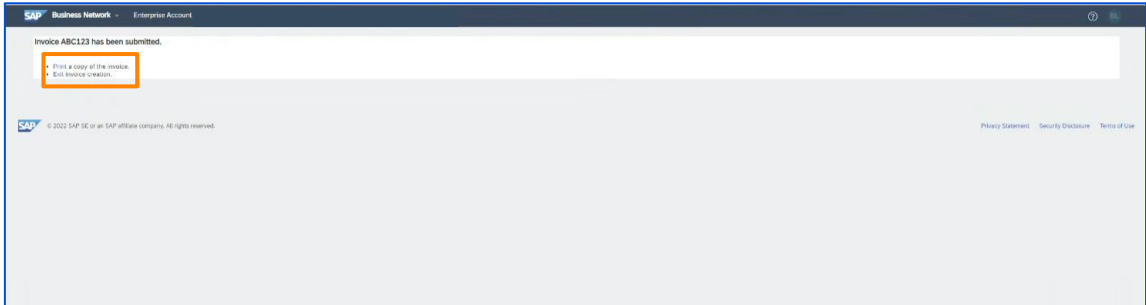


**Observação:** você pode configurar outras categorias, taxas e descrições de impostos em "**Configurar imposto**" no menu suspenso.





## Métodos de envio de faturas - Fatura via PO Flip (Serviços)



**Nota:** será notificado de que uma fatura foi enviada. Pode clicar no botão Imprimir para imprimir a fatura ou no botão Sair para realizar outras ações.



## Métodos de envio de faturas – nota de crédito (nível de cabeçalho)

Os passos a seguir são para **fornecedores LyondellBasell**

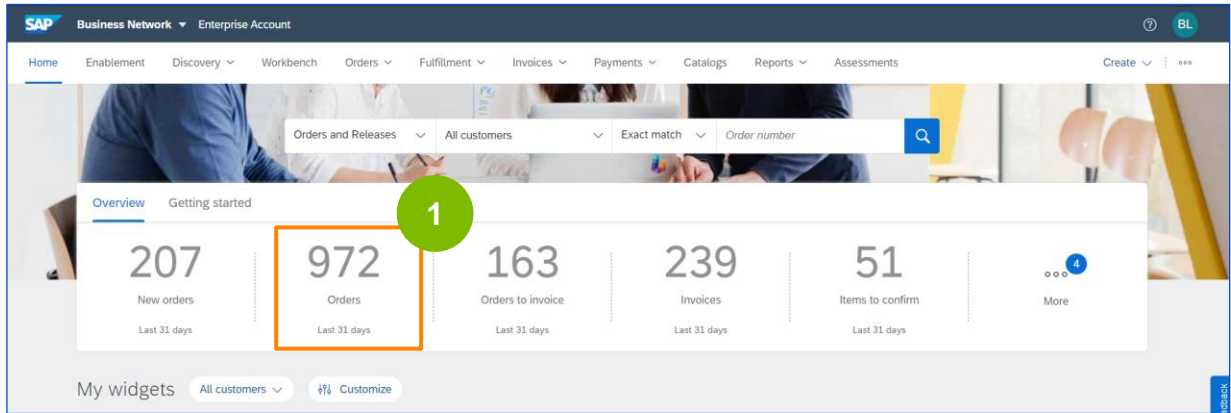


**Nota:** As notas de crédito de nível de cabeçalho só são suportadas em determinados países.

## Métodos de envio de faturas – nota de crédito (nível de cabeçalho)

1

No ecrã inicial do Ariba Network, selecione o separador Encomendas para visualizar uma lista de pedidos de compra.



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

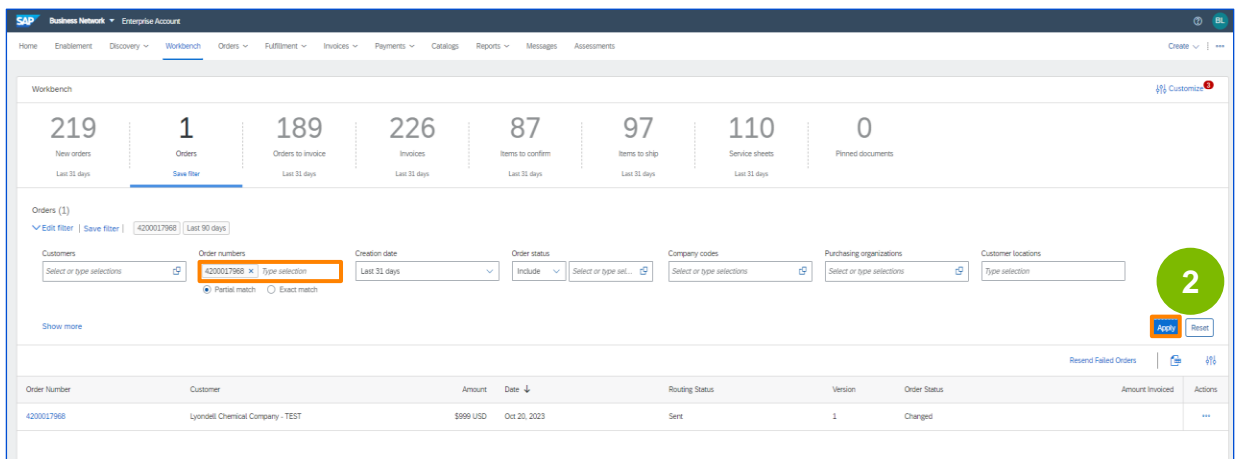
My widgets All customers Customize

 **Nota:** também pode visualizar a lista de ordens de compra acedendo a **Workbench > Orders**

A página do pedido de compra é apresentada.

2

Procure o pedido pretendido que deve ser creditado, introduzindo o número do pedido no campo **Números do pedido** e clicando em **Aplicar**.



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 Pinned documents

Orders (1)

Customers Order numbers Creation date Order status Company codes Purchasing organizations Customer locations

4200017968

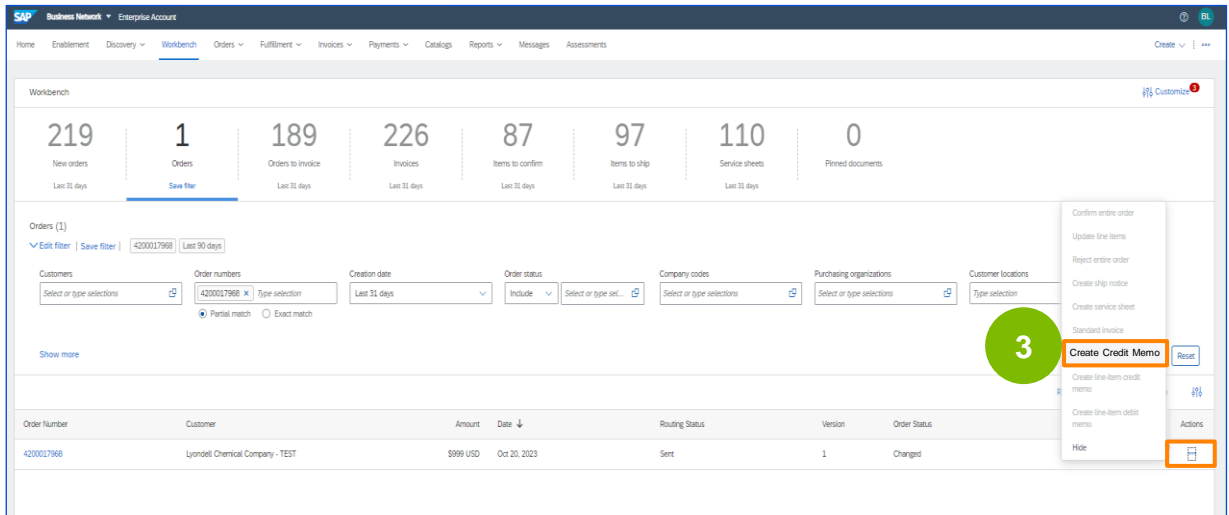
Apply Reset

Order Number	Customer	Amount	Date	Routing Status	Version	Order Status	Amount Invoiced	Actions
4200017968	Lyonell Chemical Company - TEST	\$999 USD	Oct 20, 2023	Set	1	Changed		...

## Métodos de envio de faturas – nota de crédito (nível de cabeçalho)

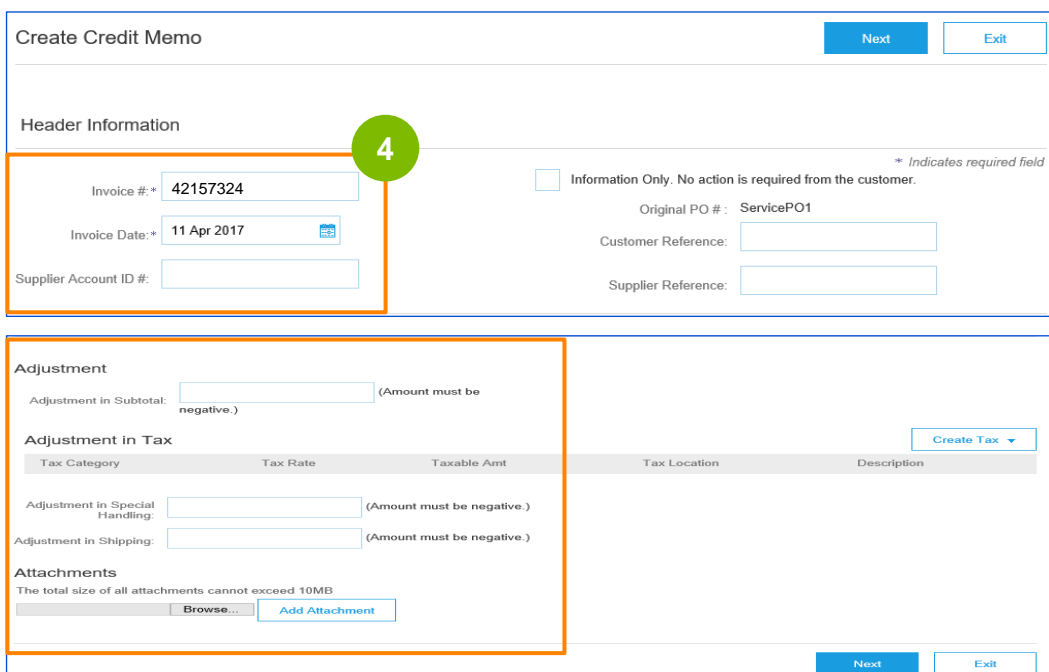
A ordem de compra pretendida é apresentada.

**3** Clique no botão Reticências (...) > **Criar nota de crédito** para a encomenda pretendida para a qual pretende criar uma nota de crédito.



The screenshot shows the SAP Business Network Workbench interface. At the top, there are navigation tabs: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalog, Reports, Messages, Assessments. Below the navigation, there are several key metrics: 219 New orders, 1 Orders, 189 Orders to invoice, 226 Invoices, 87 Items to confirm, 97 Items to ship, 110 Service sheets, and 0 Pinned documents. A table below shows one order: Order Number 4200017968, Customer Lyondell Chemical Company - TEST, Amount \$999 USD, Date Oct 20, 2023, Routing Status Sent, Version 1, and Order Status Changed. A context menu is open over the order, with 'Create Credit Memo' highlighted. A green circle with the number '3' is placed over the menu.

**4** Preencha os dados sob a forma de Nota de Crédito (o valor e os impostos devem ser negativos). Certifique-se de que todos os campos obrigatórios (assinalados com asteriscos \*) estão preenchidos.



The screenshot shows the 'Create Credit Memo' form. The form is divided into several sections: Header Information, Adjustment, and Attachments. The Header Information section includes fields for Invoice # (\* 42157324), Invoice Date (\* 11 Apr 2017), Supplier Account ID #, Information Only (checkbox), Original PO #: ServicePO1, Customer Reference, and Supplier Reference. The Adjustment section includes fields for Adjustment in Subtotal (Amount must be negative), Adjustment in Tax (with a 'Create Tax' dropdown), Adjustment in Special Handling (Amount must be negative), and Adjustment in Shipping (Amount must be negative). The Attachments section includes a note that the total size of all attachments cannot exceed 10MB and a 'Browse...' button with an 'Add Attachment' button. A green circle with the number '4' is placed over the Invoice # field. The form has 'Next' and 'Exit' buttons at the top right and bottom right.

## Métodos de envio de faturas – nota de crédito (nível de cabeçalho)

5 Clique em **Seguinte** para prosseguir.

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 Reveja a nota de crédito e clique no botão **Enviar** para enviar a fatura.

**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**



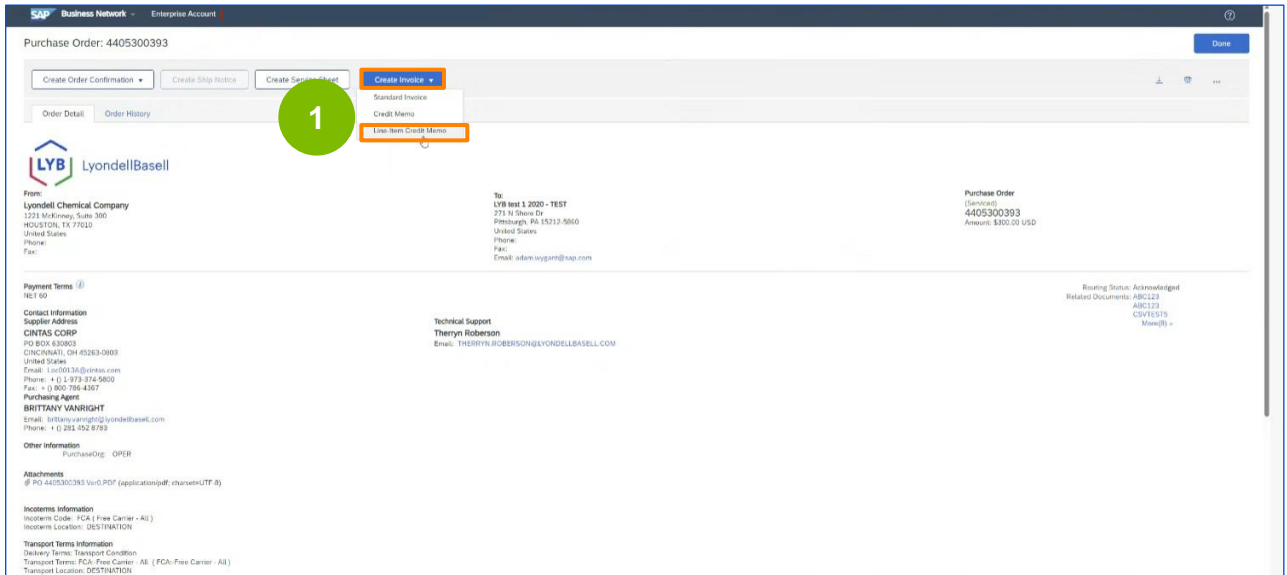
## Métodos de envio de faturas - Nota de crédito (nível de linha)

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.lyvgart@sap.com

Purchase Order (Invoice)  
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 (513) 374-4357  
Purchasing Agent  
BRITTANY VANRIGHT  
Email: brittanyvanright@lyondellbasell.com  
Phone: +1 (513) 452-8789

Other Information  
PurchaseOrg: OPIB

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

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

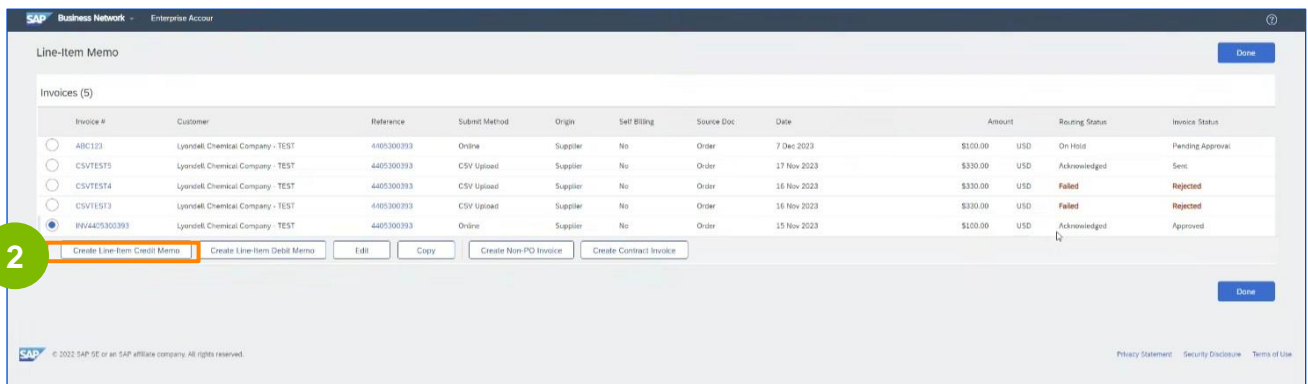
Transport Terms Information  
Delivery Terms: Transport Condition  
Transport Terms: FCA (Free Carrier - All) (FCA:Free Carrier - All)  
Transport Location: DESTINATION

Routing Status: Acknowledged  
Related Documents: ABC123  
ABC123  
CSV15174  
Manuals

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
<input type="radio"/> ABC123	Lyondell Chemical Company - TEST	4405300393	Online	Supplier	No	Order	7 Dec 2023	\$100.00 USD	On Hold	Pending Approval
<input type="radio"/> CSV1E575	Lyondell Chemical Company - TEST	4405300393	CSV Upload	Supplier	No	Order	17 Nov 2023	\$330.00 USD	Acknowledged	Sent
<input type="radio"/> CSV1E574	Lyondell Chemical Company - TEST	4405300393	CSV Upload	Supplier	No	Order	16 Nov 2023	\$330.00 USD	Failed	Rejected
<input type="radio"/> CSV11573	Lyondell Chemical Company - TEST	4405300393	CSV Upload	Supplier	No	Order	16 Nov 2023	\$330.00 USD	Failed	Rejected
<input checked="" type="radio"/> INV4405300393	Lyondell Chemical Company - TEST	4405300393	Online	Supplier	No	Order	15 Nov 2023	\$100.00 USD	Acknowledged	Approved





## 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: INV405300393

Original Invoice Date: 15 Nov 2023

Supplier Tax ID:

Remit To: PD BOX 830803

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

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

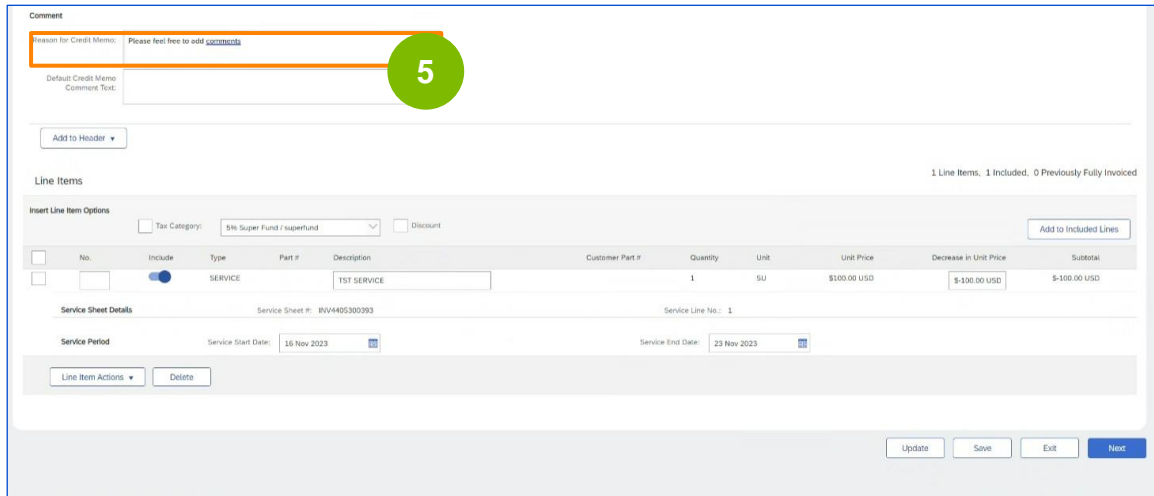
Reason for Credit Memo:

View/Edit Addresses

## 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

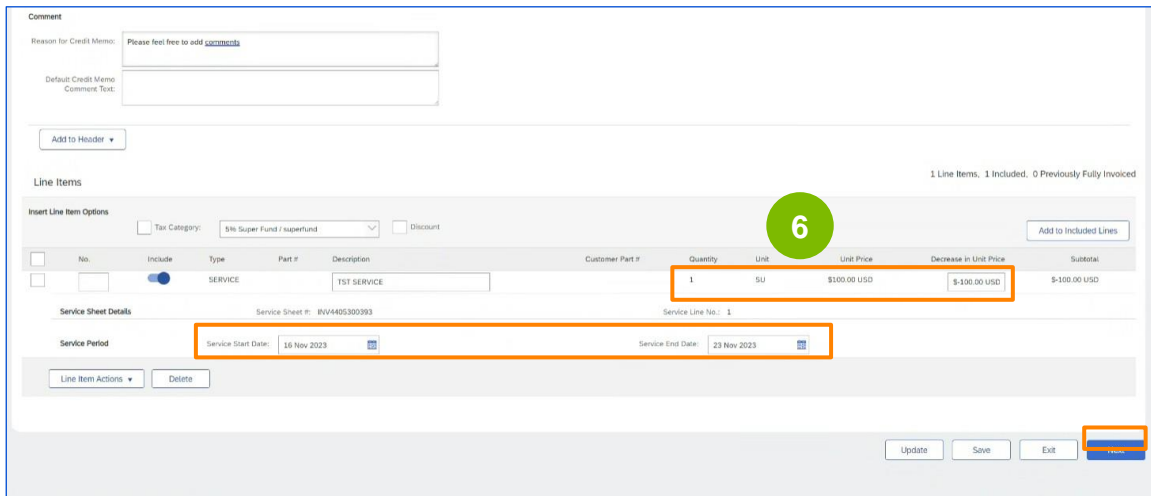
Service Sheet Details

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.

**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: RV4405300383)

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: RV4405300383	Amount Due: \$-100.00 USD
Original Invoice Date: Wednesday 15 Nov 2023 1:14 PM GMT-06:00	
Original Purchase Order: 402930039	
Has Price Adjustment: Yes	

**SERVICE PERIOD**

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

<b>REMIT TO:</b> Date Hereafter: Postal Address: PO BOX 430003	<b>BILL TO:</b> Lyondell Chemical Company Postal Address: 1223 McKinney, Suite 300	<b>SUPPLIER:</b> LYB test 1 2020 - TEST Postal Address: 271 N Shreve Dr
<b>BILL FROM:</b> LYB test 1 2020 - TEST Postal Address: 271 N Shreve Dr	<b>CUSTOMER:</b> Lyondell Chemical Company Postal Address: 1223 McKinney, Suite 300	<b>WIRE PAYMENT TO BANK:</b> FIFTH THIRD BANK Account Name: CREDIT CORPORATION Account Type: Checking

**SHIPPING INFORMATION:**

<b>SHIP FROM:</b> LYB test 1 2020 - TEST Postal Address:	<b>SHIP TO:</b> Lyondell Chemical Company 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.

**SAP Business Network** - Enterprise Account

Invoice CMA405300393 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 fields for Customers, Invoice number, Reference, Invoice date, and Invoice type. A table of invoices is displayed with columns: Type, Invoice Number, Customer, Reference, Source Document, Submission Method, Origin, Invoiced Date, Amount, Routing Status, Invoice, and Actions. The first row is a 'Standard Invoice' with Invoice Number 17415872, Customer Lyondell Chemical Company - TEST, Reference 4404969104, and Invoiced Date Oct 5, 2023. A dropdown menu is open over the 'Copy' button in the Actions column, with 'Copy' highlighted. A green circle with the number '3' is placed over the 'Copy' button.

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 Header form. The title is 'Invoice: Copy of 17415872'. The form is divided into sections: Invoice Header, Summary, Shipping, Payment Term, and Additional Fields. The Invoice # field is highlighted with a green circle and the number '4'. The form contains various fields for invoice details, including Invoice Date, Supplier, Customer, and Payment Terms.

**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 Postal Address:	Channelview Equistar Postal Address: 8281 Sheldon Road Channelview, TX 77530-2963 United States Address ID: CHO Phone (work): +1 (281) 4528888	LYB test 1 2020 - TEST

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

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 Selecione **LyondellBasell** no menu suspenso Customer (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



## 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 bar with various menu items. Below the navigation bar, there is a search bar with the following elements: a dropdown menu for 'Invoices', a dropdown for 'Lyondell Chemical Compar', a dropdown for 'Exact match', and a text input field containing the invoice number '11221654'. A green circle with the number '3' is overlaid on the search input field. Below the search bar, there is a dashboard with several widgets. The first widget shows 'Overview' with five cards: '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' widget shows an 'Invoice paid' event for 'Lyondell Chemical Compan...' with a value of '\$1,500.00 USD'.

4 Clique no botão **Search (Pesquisar)** para visualizar os resultados da pesquisa.

This screenshot is identical to the previous one, but with a green circle containing the number '4' overlaid on the search button (magnifying glass icon) to the right of the search input field.



## Gerenciamento de faturas - Pesquisar uma fatura

5

A fatura desejada é exibida. Selecione o número da fatura para ver os detalhes.

**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

5

**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

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



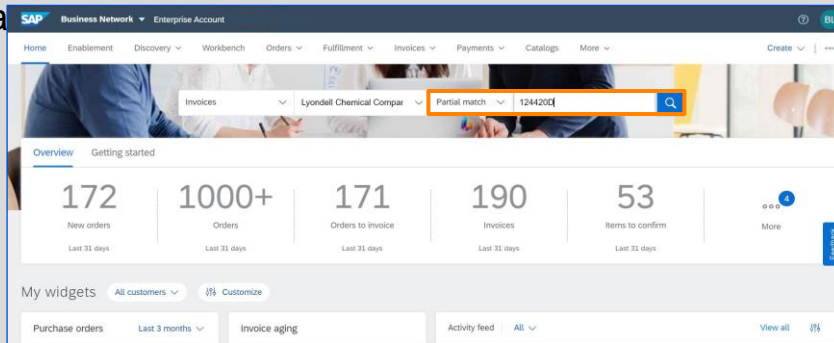
**Observação:** Os detalhes da fatura desejada são exibidos.



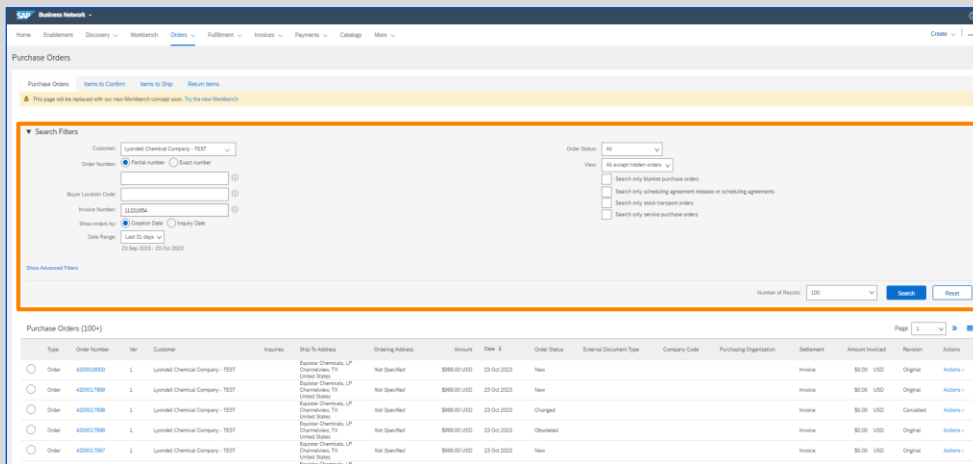
## Gerenciamento de faturas - Pesquisar uma fatura



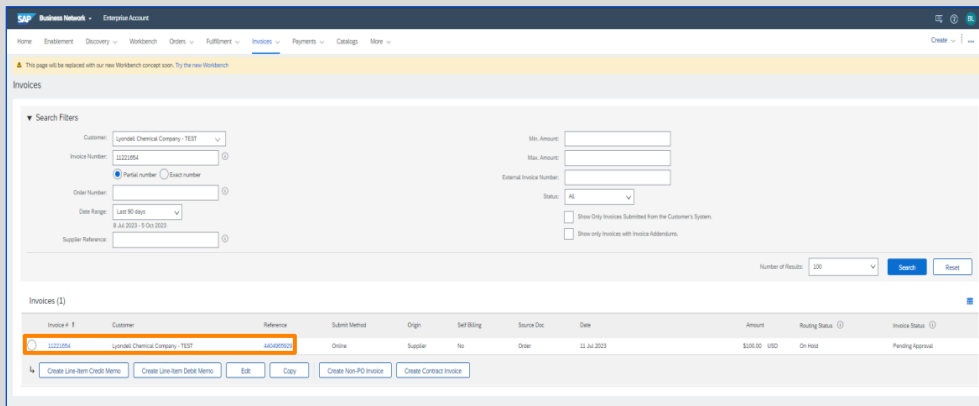
**Observação:** se você não souber o número exato da fatura, poderá selecionar correspondência parcial no menu suspenso e clicar em pesquisa



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

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 10:42 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	816404969205	Lyondell Chemical Company - TEST	4404969205	Order	Online	supplier	Oct 7, 2023	\$80 USD	Acknowledged	Approved	No	...
Standard Invoice	816404969201	Lyondell Chemical Company - TEST	4300007769	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



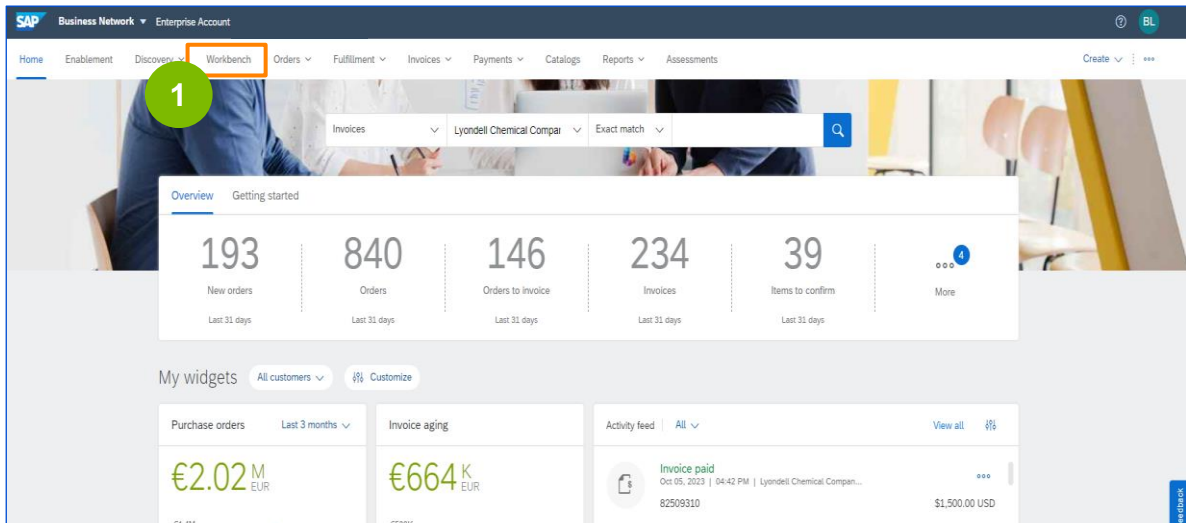
## **Gerenciamento de faturas - Verificar status de pagamento**

As etapas a seguir são para os **fornecedores da LyondellBasell**

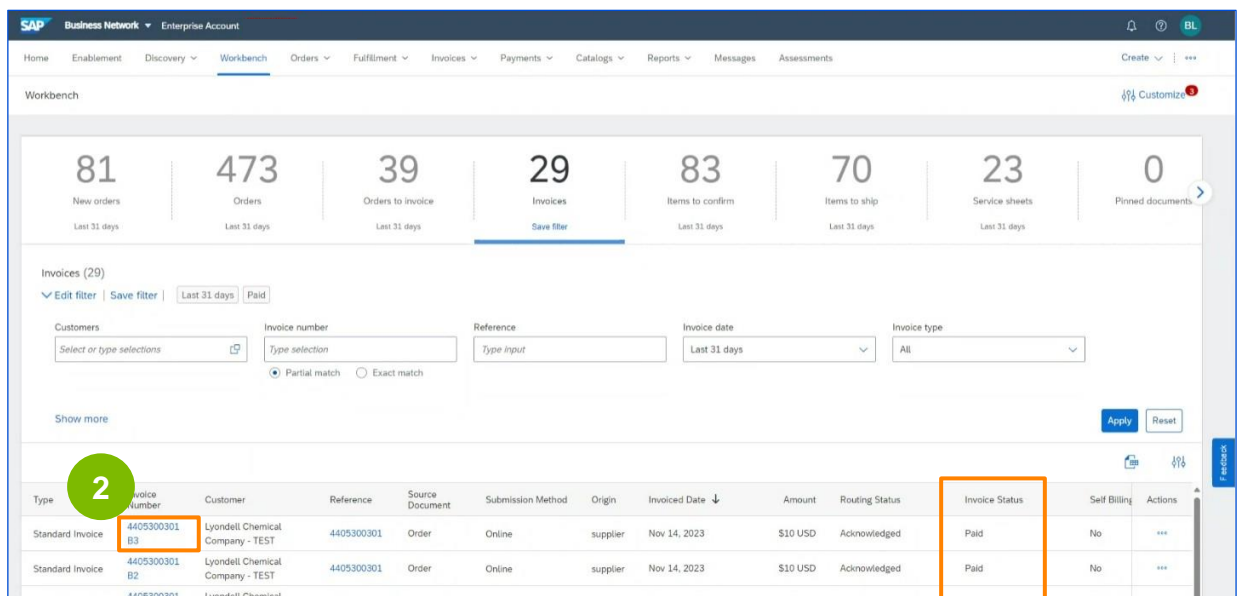


## Gerenciamento de faturas - Verificar o status do pagamento

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, Endereço, United States

BILL TO: Endereço, HOUSTON, TX 77010, United States, Address ID: 123

SUPPLIER: LYB test 1 2020 - TEST, Endereço, Pittsburgh, PA 15212-5860, United States

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

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

Done

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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

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 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: 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	

ADDITIONAL INFORMATION

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



**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.



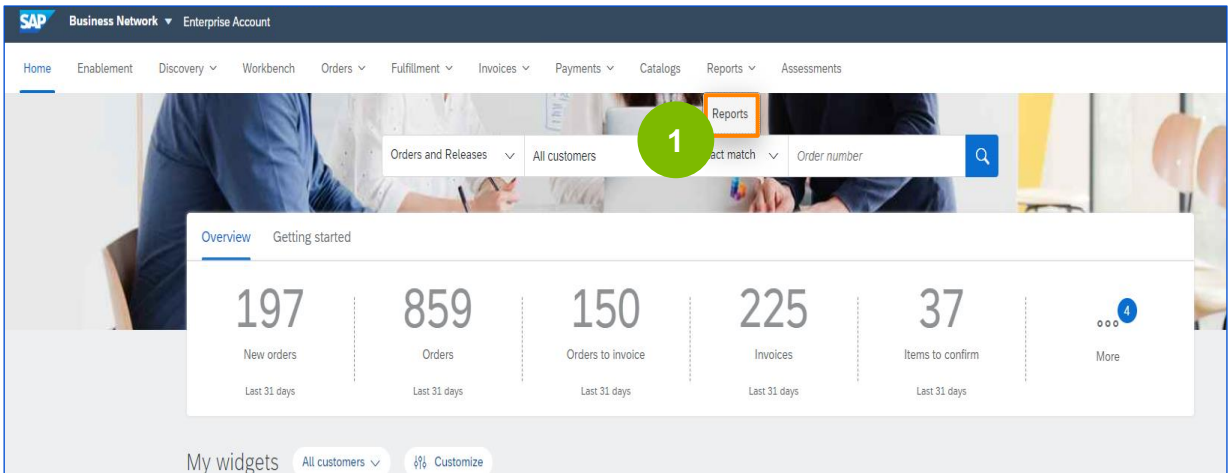
## **Gerenciamento de faturas - Relatórios de faturas**

As etapas a seguir são para os **fornecedores da LyondellBasell**

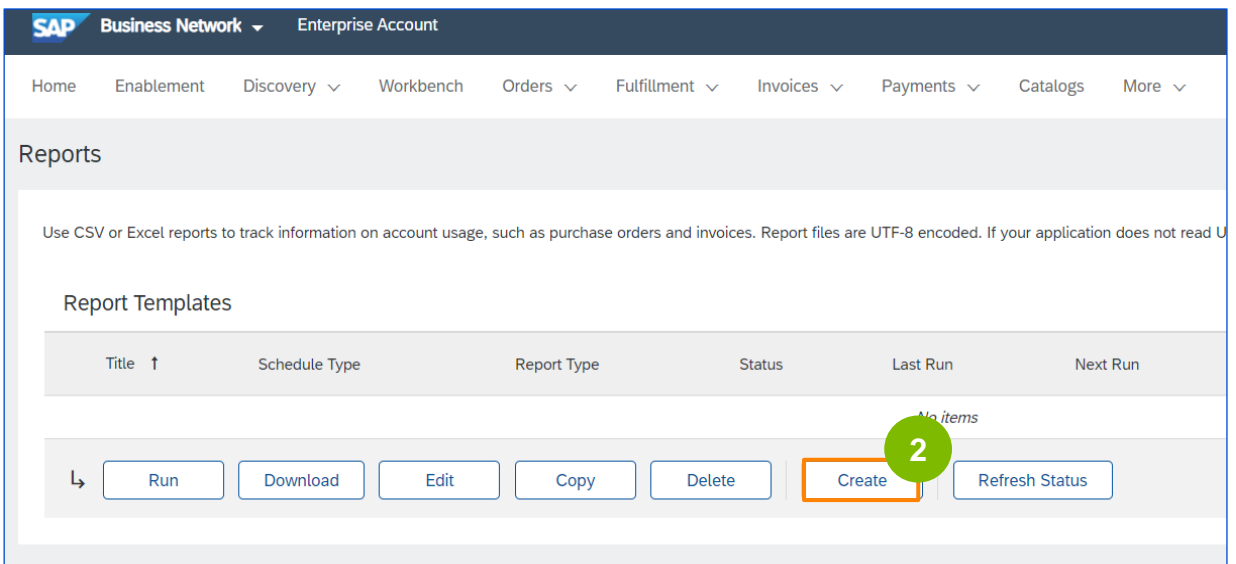


## Gerenciamento de faturas - Relatórios de faturas

- 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.

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		st 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 displays the SAP Business Network interface for an Enterprise Account. The main section 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. 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, indicating the step to be taken when the status is 'Processed'.

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.

The screenshot shows the SAP Business Network dashboard. The user profile menu is open, and the 'Settings' option is highlighted. A green circle with the number '1' is placed over the 'Settings' option. The dashboard displays various metrics and widgets, including 'New orders', 'Orders', 'Orders to invoice', 'Invoices', and 'Items to confirm'.

2

A página Configurações de rede é exibida. Selecione a guia **Faturamento e arquivamento de impostos**.

The screenshot shows the 'Network Settings' page in SAP Business Network. 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 tab. The page displays 'Capabilities & Preferences' and 'Sending Method' sections, including 'Document Type' and 'Routing Method'.



**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 archive your invoices. Based on the option you have selected, SAP Business Network automatically waits for a 30-day period 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 the 'Archive Immediately' option.

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 : 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

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