

Ariba Supplier User Guide

End-User Guide

Updated January 2023



Note: This guide will not cover all features in Ariba Business Network. Leverage Ariba Learning Hub to learn more about your account features.

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Ariba Network UI

Portal where documents are exchanged electronically between the buyer and supplier.

Ariba Business Network



Explore the User Interface (UI) to become familiar with the layout.

- After logging into Ariba Network, click **Workbench** to find documents and review document status.
- Use **Edit filter** to search for documents by selected criteria
- Add and remove tiles using the Customize feature

Note: Views may vary depending on supplier account type and customizable configurations.

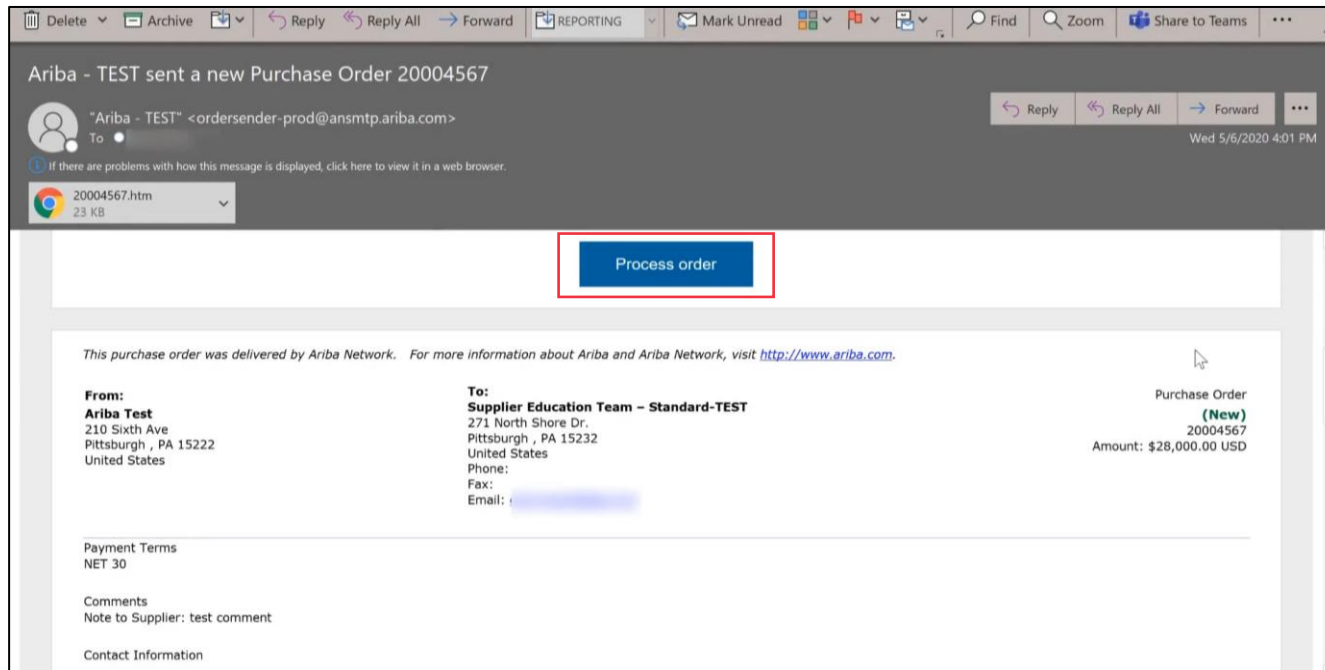
Manage Purchase Orders

Use the Ariba Network to manage transaction documents and take actions against them

Receive and View Purchase Orders

Suppliers with Standard Accounts will receive orders via interactive email.

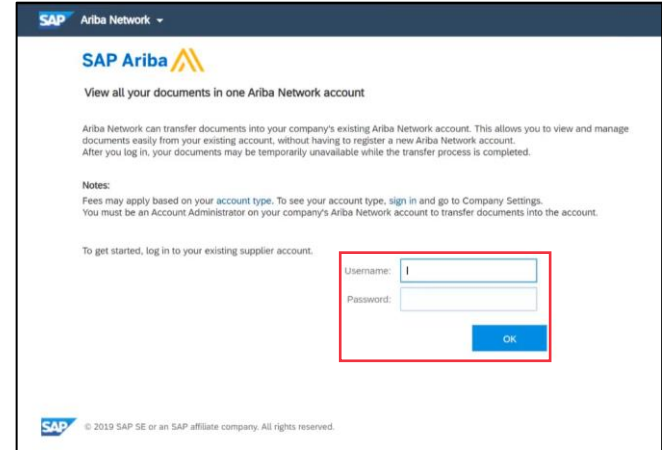
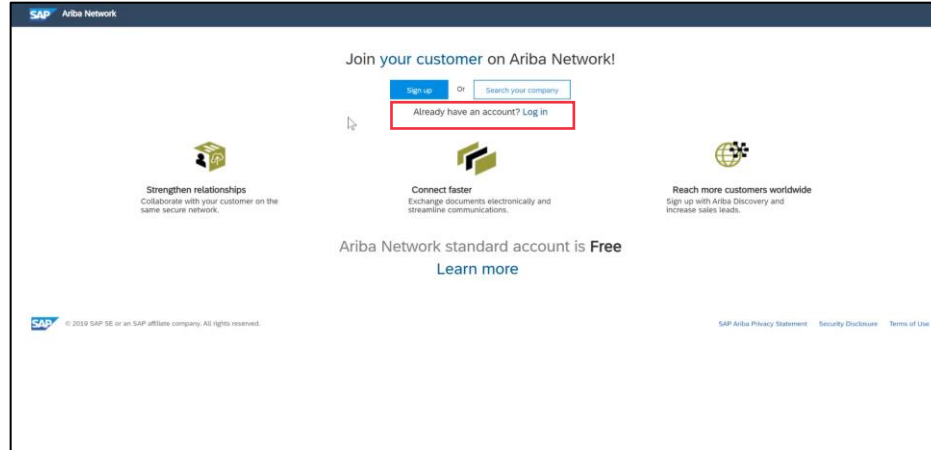
- Within the email, suppliers can review details of the order.
- Click “Process order” to submit an order confirmation, advance shipping notification and/or invoice.



View and Manage Transaction Documents

From the email, clicking “Process Order” will direct you to the Ariba Network where you will log into your account.

- Log in using the account information created during your Ariba registration

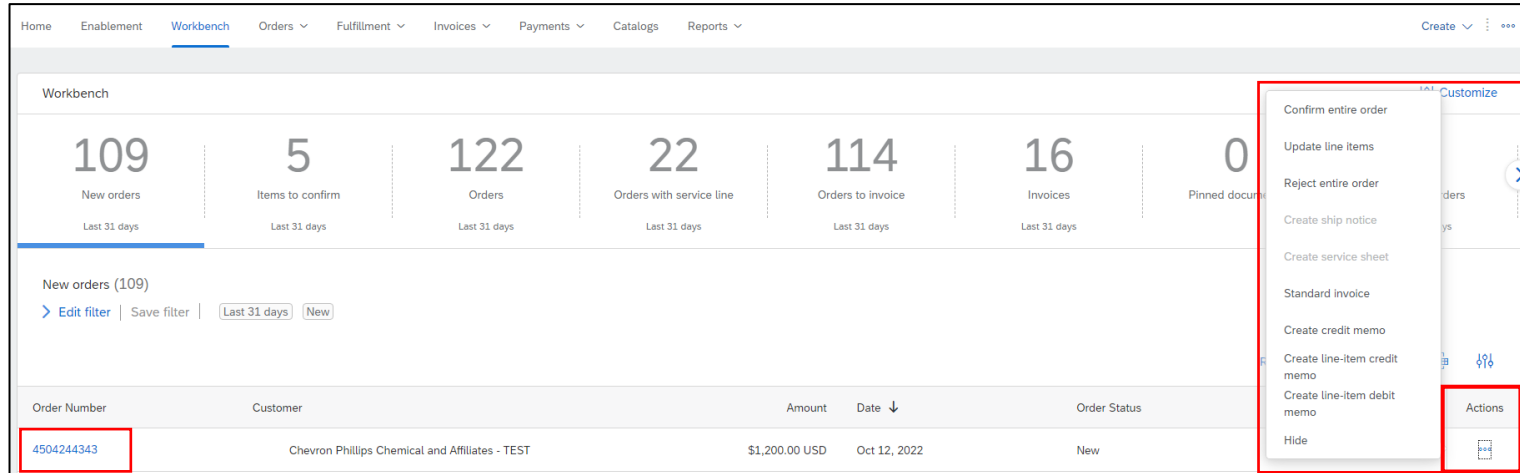


Manage Purchase Orders

New Orders can be found in the Workbench or Orders tabs

Two methods for acting against a PO:

- Select **Actions** and choose from available options as seen below
- Click on **Order Number** to view Order details and take action as seen in next slide



Workbench

109 New orders Last 31 days

5 Items to confirm Last 31 days

122 Orders Last 31 days

22 Orders with service line Last 31 days

114 Orders to invoice Last 31 days

16 Invoices Last 31 days

0 Pinned documents

New orders (109)

> Edit filter | Save filter | Last 31 days | New

Order Number	Customer	Amount	Date ↓	Order Status
4504244343	Chevron Phillips Chemical and Affiliates - TEST	\$1,200.00 USD	Oct 12, 2022	New

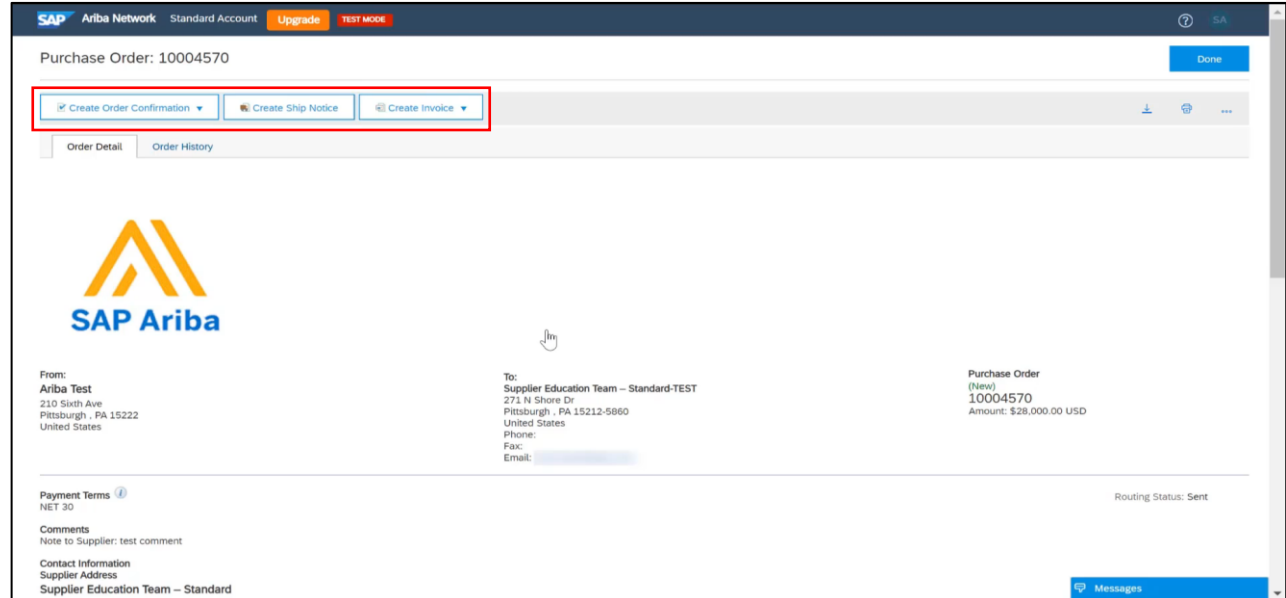
Actions

- Confirm entire order
- Update line items
- Reject entire order
- Create ship notice
- Create service sheet
- Standard invoice
- Create credit memo
- Create line-item credit memo
- Create line-item debit memo
- Hide

Manage Purchase Orders

View Purchase Order details screen after logging in. Review Order Detail and select from transaction options.

- Select from the available transaction options:
 - Create Order Confirmation
 - Create Ship Notice
 - Create Invoice



Purchase Order: 10004570

Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

SAP Ariba

From:
Arriba Test
210 Sixth Ave
Pittsburgh, PA 15222
United States

To:
Supplier Education Team – Standard-TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email:

Purchase Order
(New)
10004570
Amount: \$28,000.00 USD

Payment Terms
NET 30

Comments
Note to Supplier: test comment

Contact Information
Supplier Address
Supplier Education Team – Standard

Routing Status: Sent

Messages

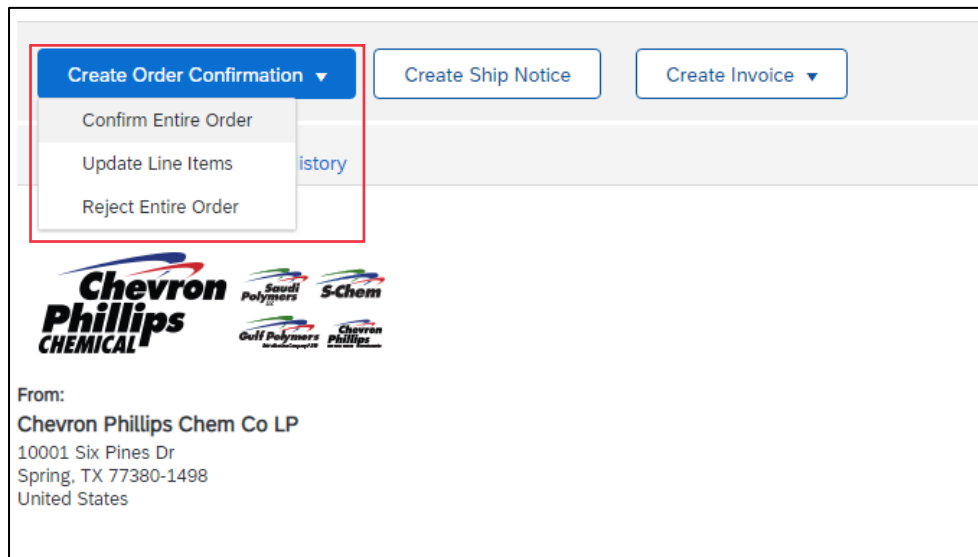
Process Order Confirmation

Order confirmations are acknowledgements to CPC that the order has been received by the supplier and will be fulfilled along with the expected delivery date(s) and quantities.

Process Order Confirmation

There are three options when selecting Order Confirmation activity. All options will send a notification to CPChem.

- **Confirm Entire Order**
 - Confirm *full* quantity of ALL PO line items
- **Update Line Items**
 - Confirm/Backorder/Reject individual PO line quantities
 - Enter quantity in required fields
- **Reject Entire Order**
 - Reject order for all PO lines



Confirm Entire Order

By confirming the entire order, the supplier agrees to fulfill entire order quantity for all PO lines.

To create the Order Confirmation:

A. Enter order confirmation number

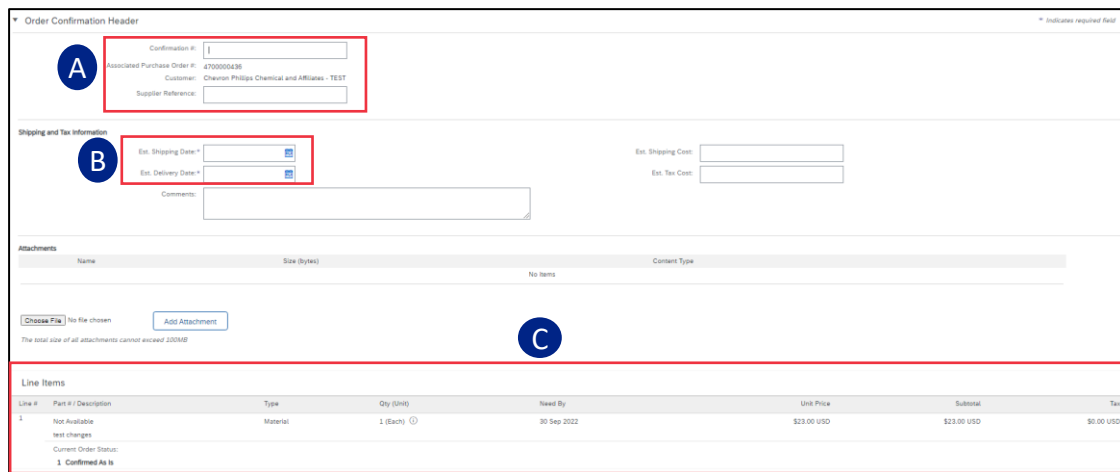
- Number must be unique and can only be used once per order

B. Enter Shipping and Delivery Dates

- Delivery date cannot come before shipping date

C. Review PO line items

- POs may contain multiple line items. Confirming entire order confirms all line items
- Click Next then Submit in Review Confirmation Screen



Order Confirmation Header

Confirmation # (A)

Associated Purchase Order #

Customer

Supplier Reference

Shipping and Tax Information

Est. Shipping Date (B)

Est. Shipping Cost

Est. Delivery Date

Est. Tax Cost

Comments

Attachments

Name	Size (Bytes)	Content Type
No items		

No file chosen

The total size of all attachments cannot exceed 100MB (C)

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	Not Available	Material	1 (Each)	30 Sep 2022	\$23.00 USD	\$23.00 USD	\$0.00 USD
test changes							
Current Order Status:							
1. Confirmed As Is							

Optional fields:

Supplier Reference: For supplier internal reference text or numbers

Est. Shipping cost: Shipping surcharge

Est. Tax Cost: Tax surcharge

Attachments: upload files or documents

Update Line Items

By selecting Update Line Items, the supplier manually applies the confirmation status to each PO line item.

Follow previous steps in “Confirm Entire Order” up to review PO line items. Then enter specific quantity in the following fields to indicate status.

A. Confirm

- Confirms the quantity per line item

B. Backorder

- Backorders the quantity per line item

C. Reject

- Rejects the quantity per line item
- Rejection Reason is a required field in Details

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	Not Available test changes	Material	1 (Each) ⓘ	30 Sep 2022	\$23.00 USD	\$23.00 USD	\$0.00 USD

Current Order Status

1 Unconfirmed

A

Confirm:

B

Backorder:

C

Reject:

Details ⓘ

Attachments:

Name	Size (bytes)	Content Type
No items		

Reject Entire Order

By rejecting the entire order, the supplier is indicating it will not fulfill any of the line items on the PO.

Rejecting the entire order will still require unique a confirmation number and rejection reason.

REJECT ENTIRE ORDER

Order Confirmation Number:

Confirmation #:

Rejection Reason:

Please Select

▼

Comments:

Reject Order

Cancel

Available Rejection Reasons

Duplicate Order

Incorrect Delivery Date

Incorrect Description

Incorrect Price

Incorrect Quantity

Incorrect Stock/Part Number

Incorrect Supplier Code Used

Incorrect UOM

Not our Product Line

Unable to Supply Item(s)

Other

Create Advanced Shipping Notifications

Advanced Shipping Notifications (ASN) provide shipping details to CPC that allow for timely and accurate receipt of goods.

Create Advanced Shipping Notifications (ASN)

ASNs should be created and submitted prior CPC receiving the goods.

Ship Notice Header Details:

- A. Add required shipping information marked by asterisk and select Carrier Name
- B. Suppliers can also update shipping addresses, if needed

Create Ship Notice

SaveExitNext

LAMONS METAL GASKET CO-TEST

Houston, TX
United States

Update Address

DELIVER TO

Chevron Phillips Chem Co LP

Spring, TX
United States

Update Address

Ship Notice Header

SHIPPING

Packing Slip ID:*

Invoice No.:

Requested Delivery Date: --

Ship Notice Type: Select

Shipping Date:

Delivery Date:*

Gross Volume:

Unit:

Gross Weight:

Unit:

TRACKING

Carrier Name:

Service Level:

ATTACHMENTS

Name	Size (bytes)	Content Type
------	--------------	--------------

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Create Advanced Shipping Notifications (ASN)

Delivery and Transport Information and Additional Fields

- While some fields may be optional, it benefits the supplier to provide as much detail in the ASN to ensure successful receipt of goods
- Multiple POs can be added to a single ASN. Click **Add Order Line Item** to include additional POs
- Click **Next** then **Submit** to send shipping notice

Delivery Terms:

Delivery Terms Description:

Transport Terms Description:

Shipping Payment Method:

Shipping Contract Number:

Shipping Instructions:

Transport Terms	Equipment Identification Code	Gross Volume	Unit	Gross Weight	Unit	Sealing Party Code	Seal ID
Select							
Add Transport Term							

Additional Fields

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax
4700000436	1	Not Available test changes		1	Each	30 Sep 2022		\$23.00 USD	\$23.00 USD	\$0.00 USD

Shipment Status
Total Item Due Quantity: 1 Each

Confirmation Status
Total Confirmed Quantity: 0 Each
Total Backordered Quantity: 0 Each

Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date
1	1			

Add Ship Notice Line

Add Order Line Item

Create Material Invoice

Create Invoices for goods delivered to the customer with applicable delivery dates and quantities.

Invoice type is auto-assigned based on the PO type.

Create Material Invoice

Using the drop-down menu select **Standard Invoice** .

Enter the following Invoice Header details:

A. Invoice number

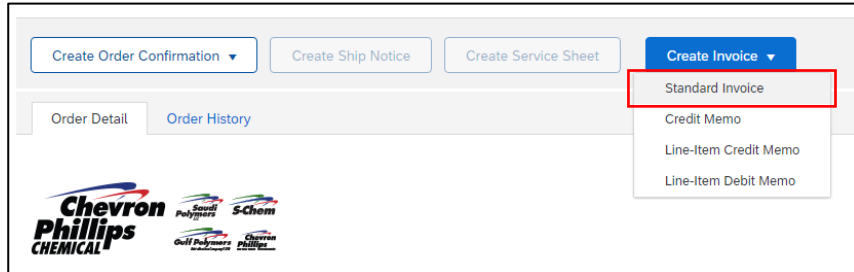
- Invoice numbers must be unique and cannot be used on any other invoices
- Must only contain uppercase letters and numbers. Cannot contain special characters.

B. Invoice Date

- Date of invoice submission. Backdating invoices is restricted.

C. Remit To

- Select from dropdown correct remittance address



The screenshot shows a web interface with a top navigation bar containing buttons for 'Create Order Confirmation', 'Create Ship Notice', 'Create Service Sheet', and 'Create Invoice'. The 'Create Invoice' button is highlighted with a red box, and its dropdown menu is open, showing options: 'Standard Invoice', 'Credit Memo', 'Line-Item Credit Memo', and 'Line-Item Debit Memo'. Below the navigation bar, there are tabs for 'Order Detail' and 'Order History', and a row of logos for Chevron Phillips Chemical, Saudi Polymers, S-Chem, and Gulf Polymers.



The screenshot shows the 'Invoice Header' form. It includes a 'Summary' section with the following details: Purchase Order: 4700000436, Invoice #: (blank), Invoice Date: 20 Sep 2022, Supplier Tax ID: (blank), Remit To: Test Supplier, and Bill To: Houston, TX, United States; Chevron Phillips Chem Co LP; Spring, TX, United States. On the right, a 'Summary' table shows: Subtotal: \$23.00 USD, Total Tax: \$0.00 USD, Total Gross Amount: \$23.00 USD, Total Amount without Tax: \$23.00 USD, Total Net Amount: \$23.00 USD, and Amount Due: \$23.00 USD. Three blue circles with letters A, B, and C are overlaid on the form: A is on the 'Invoice #' field, B is on the 'Invoice Date' field, and C is on the 'Remit To' dropdown menu.

Create Material Invoice

Review the invoice line items and confirm accuracy. Partial invoicing is enabled for suppliers. Multiple POs cannot be combined on a single invoice.

Enter the **Invoice Line-item details**. It is important that:

- Invoice quantity match the goods receipt created by CPC receiver and does not exceed the quantity on the most current PO version.
- If Unit is not pre-populated, select from available UOM options that best matches with PO unit. Do not hard key in Unit.
- Invoice Unit Price must match the unit price on the most current PO version.

Add to Header ▾

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Line Items

Insert Line Item Options

☐ Tax Category:
☐ Shipping Documents
 ☐ Special Handling
 ☐ Discount

Add to Included Lines

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1		MATERIAL		test changes		1	Each	\$23.00 USD	\$23.00 USD

Tax

Category*

Sales Tax ▾

Location

Description

SalesTax

Regime

Taxable Amount:

\$23.00 USD

Tax Rate Type:

Rate(%)

0

Tax Amount:

\$0.00 USD

Remove

Additional Fields

customerOrderNo:

deliveryQuoteNo:

Line Item Actions ▾

Delete

Reset Tax from PO

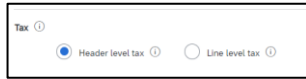
Note:

Incorrect data will result in an AP exception and may result in delayed payment or rejected invoice.

Create Material Invoice

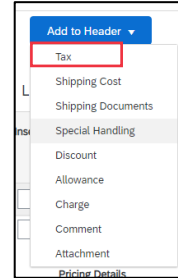
Tax Level and **Tax Rate** are based upon the PO and auto-populate on the Invoice. Tax Updates can be made at Header or Line Item level. If defaults are changed, an invoice exception will be triggered.

- **Header Level Tax**
 - Blanket tax rate is applied to ALL line items
 - Navigate to **Add to Header** and select **Tax**
- **Line Level Tax**
 - Enables the supplier to specify a tax category and rate for a particular line
 - Navigate to **Line Item Actions**, check specific Line Item (s) and select **Tax**



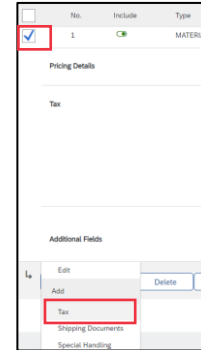
Tax ⓘ

☒ Header level tax ⓘ ☐ Line level tax ⓘ



Add to Header ▾

- Tax
- Shipping Cost
- Shipping Documents
- Special Handling
- Discount
- Allowance
- Charge
- Comment
- Attachment
- Pricing Details



No.	Include	Type
1	<input checked="" type="checkbox"/>	MATERIAL

Pricing Details

Tax

Additional Fields

Line Item Actions: Edit, Add, Delete, Tax

Shipping Documents

Special Handling

Ensure the following Tax details are entered:

- Select appropriate tax category
- Enter Tax rate (%)

Tax

Category: * Sales Tax ▾

Location:

Description:

Regime:

Taxable Amount: \$14,967.00 USD

Rate(%):

Tax Amount:

Remove

Create Material Invoice

Shipping Cost can be added at the Invoice Header or Line Item level. Costs must be broken out from the Unit Price to avoid exception handling. Including Shipping Costs in Unit Price may cause PO and Invoice not to match.

- Header Level Shipping

- Blanket tax rate is applied to ALL line items
- Navigate to **Add to Header** and select **Shipping Cost**

Shipping

☒ Header level shipping ⓘ
 ☐ Line level shipping ⓘ

Add to Header ▾

Tax
 Shipping Cost
 Shipping Documents
 Special Handling
 Discount
 Allowance
 Charge
 Comment
 Attachment
 Pricing Details

- Line Level Shipping

- Enables the supplier to specify the Shipping Costs for a specific line item
- Select **Line level shipping**
- Navigate to **Line Item details to enter the costs**

Ensure the following Shipping Cost details are entered:

- Shipping Amount
- Shipping Date (optional)

Shipping Cost

Shipping Amount:* \$0.00 USD

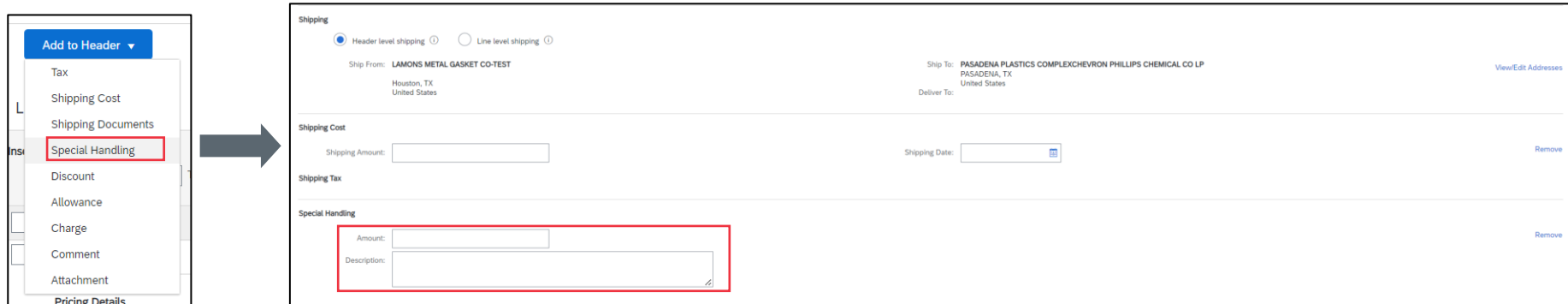
Shipping Date:



Applying Surcharges to Header Level

Surcharges, such as Special Handling, must be broken out from the Unit Price to avoid exception handling. Including any surcharges in Unit Price will cause PO and Invoice not to match.

- Navigate to **Add to Header** found above Line Items
- Select applicable surcharge to add to header



The image shows a two-part interface. On the left, a dropdown menu titled 'Add to Header' is open, listing options: Tax, Shipping Cost, Shipping Documents, Special Handling (highlighted with a red box), Discount, Allowance, Charge, Comment, and Attachment. Below this menu is a 'Pricing Details' link. A large grey arrow points from the 'Special Handling' option to the right. On the right, the 'Shipping' section of a form is shown. It has two radio buttons: 'Header level shipping' (selected) and 'Line level shipping'. Below these are fields for 'Ship From' (LAMONS METAL GASKET CO-TEST, Houston, TX, United States) and 'Ship To' (PASADENA PLASTICS COMPLEX, PASADENA, TX, United States). There are also fields for 'Shipping Cost' (Shipping Amount), 'Shipping Tax', and 'Special Handling' (Amount and Description). The 'Special Handling' section is highlighted with a red box. A 'Remove' button is visible next to the 'Special Handling' section.

Note: Exceeding Invoice tolerance level will cause exception handling which may result in delayed payment or rejected invoice.

Apply Surcharges to Line Level

Ensure that Line Level is selected in Shipping and enter the appropriate amounts.

- Select **Line level shipping** in the Invoice header
- Check line items to add surcharges. Blue checkmark will indicate selected
- Navigate to **Line Item Actions** found below Line Items and select applicable charges
- Exceeding Invoice tolerance level will cause exception handling which may result in delayed payment or rejection of the invoice

Shipping

☐ Header level shipping ⓘ ☒ Line level shipping ⓘ

☐ No. Include

☒ 1 ☒

Pricing Details

Additional Fields

Line Item Actions ▾

Edit

Add

Tax

Shipping Documents

Special Handling

Pricing Details

Discount

Allowance

Charge

Comments

Attachment

Line Items

Insert Line Item Options

☐ Tax Category: ☐ Shipping Documents ☐ Special Handling ☐ Discount [Add to Included Lines](#)

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL		CHEM:Sodium Hypochlorite,12.5% Con,Blea-	000000000010531830	10.0K	GA ⓘ	\$149.67 USD	\$14,967.00 USD

Pricing Details

Unit Conversion: 1 Price Unit: GA ⓘ Price Unit Quantity: 100

Shipping

Ship From: LAMONS METAL GASKET CO-TEST Ship To: PASADENA PLASTICS COMPLEXCHEVRON PHILLIPS CHEMICAL CO LP
Houston, TX United States PASADENA, TX United States

Deliver To: [View/Edit Addresses](#)

Shipping Cost

Shipping Amount: \$0.00 USD Shipping Date:

Special Handling

Amount: Description: [Remove](#)

Additional Fields

customerOrderNo:
deliveryQuoteNo:

Line Item Actions ▾ [Delete](#) [Reset Tax from PO](#)

Create Material Invoice



Additional fields section is optional but provide greater detail to the invoice. Supplier can use any of these fields to support internal data referencing.

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier:

Bill From:

freightTerm:

term:

Service Start Date:

Service End Date:

Customer:

Chevron Phillips Chem Co LP

Spring, TX

United States

Email:

[View/Edit Addresses](#)

[View/Edit Addresses](#)

Create Material Invoice

After clicking **Next**, Invoice Summary will show all details for the invoice.

- It is important to ensure all information is *accurate* to avoid AP exception handling which may result in delayed payment or invoice rejection.
- Click **Submit** to send invoice to CPC.

Create Invoice

PreviousSaveSubmitExit

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 Ariba 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: 23123
Invoice Date: Friday 30 Sep 2022 8:01 AM GMT-05:00
Original Purchase Order: 4700000436

Subtotal: \$23.00 USD
Total Tax: \$0.00 USD
Total Gross Amount: \$23.00 USD
Total Amount without Tax: \$23.00 USD
Total Net Amount: \$23.00 USD
Amount Due: \$23.00 USD

REMIT TO:

BILL TO:

Chevron Phillips Chem Co LP

Postal Address (Default):
10001 Six Pines Dr
Spring, TX 77380-1498
United States
Address ID: 3301

SUPPLIER:

BILL FROM:

CUSTOMER:

Chevron Phillips Chem Co LP

Postal Address:
10001 Six Pines Dr
Spring, TX 77380-1498
United States
Address ID: 3301

Create Service Invoice

Invoices for Services rendered to CPChem with applicable start and end dates.

Invoice type is auto-assigned based on PO type.

Create Service Invoice

Using the drop-down menu select **Standard Invoice**

Enter the following Invoice Header details:

A. Invoice number

- Invoice numbers must be unique and cannot be used on any other invoices
- Must only contain uppercase letters and numbers. Cannot contain special characters.

B. Invoice Date

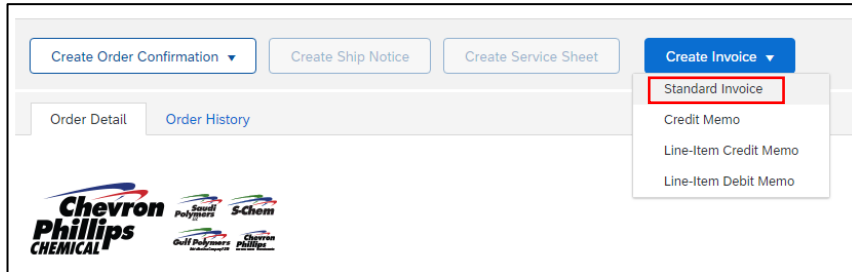
- Date of invoice submission. Backdating invoices is restricted.

C. Remit To

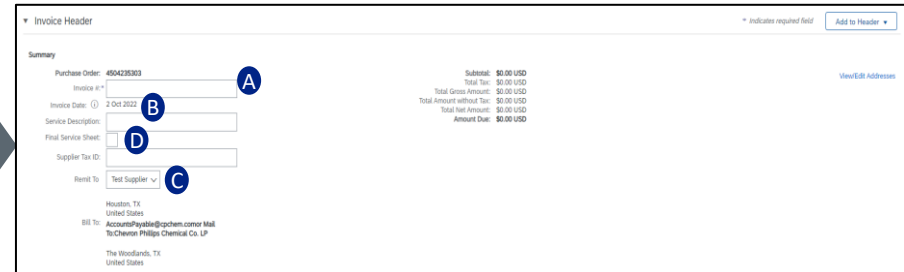
- Select from dropdown correct remittance address

D. Final Service Sheet

- Click to indicate the creation of the final service sheet/invoice to close the PO



The screenshot shows a web interface with a top navigation bar containing buttons: 'Create Order Confirmation', 'Create Ship Notice', 'Create Service Sheet', and 'Create Invoice'. The 'Create Invoice' button is highlighted with a blue background and a dropdown arrow. A dropdown menu is open below it, listing options: 'Standard Invoice' (highlighted with a red rectangle), 'Credit Memo', 'Line-Item Credit Memo', and 'Line-Item Debit Memo'. At the bottom of the page, there are logos for Chevron Phillips Chemical, S-Chem, and Ocul Polymers.



The screenshot shows the 'Invoice Header' form. It includes a 'Summary' section with fields for 'Purchase Order' (450420503), 'Invoice #', 'Invoice Date' (2 Oct 2022), 'Service Description', 'Final Service Sheet' (checkbox), and 'Supplier Tax ID'. A 'Remit To' dropdown menu is set to 'Test Supplier'. On the right, a 'Summary' table shows financial details: Subtotal (\$0.00 USD), Total Tax (\$0.00 USD), Total Gross Amount (\$0.00 USD), Total Amount without Tax (\$0.00 USD), Total Net Amount (\$0.00 USD), and Amount Due (\$0.00 USD). A 'View/Edit Address' link is also present. A large grey arrow points from the 'Create Invoice' dropdown menu to this form.

Create Service Invoice

Review the Invoice line items and confirm accuracy. Partial invoicing is enabled for suppliers. Multiple POs or Service Lines cannot be combined on a single invoice.

Scroll down to Line Item details and click **Add/Update** to add applicable service type to Invoice line

- Add **Contract/Catalog Items**: Future functionality – **Do not use**
- Add **General Service**: Invoice by work assignment (aggregate)
- Add **Labor Service**: Invoice by rate of work assignment (distinctive)
- Add **Material**: Future functionality – **Do not use; material and services are invoiced separately**

0 Line Items, 0 Included, 0 Previously Fully Invoiced

Line Items

Insert Line Item Options

☐ Tax Category:

☐ Discount

No.	No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
00001						2022 Annual Diesel PO for OO SIT Yard						

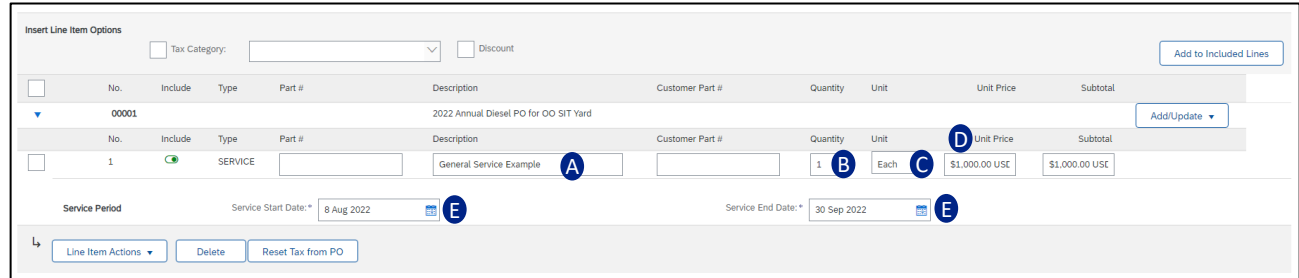
Add Contract/Catalog Items
 Add General Service
 Add Labor Service
 Add Material

Create General Service Invoice

General Service Invoices are used for service that **do not** have a contract labor rate. A supplier may invoice up to the amount available in the PO.

Select **General Service** from **Add/Update** in Line Item details

- A. Enter a **Description of Service**
- B. Enter **Quantity**
 - Enter 1 for each or enter greater than 0 for Hour



The screenshot shows the 'Insert Line Item Options' form. It includes a table with columns: No., Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, and Subtotal. The first row is for '2022 Annual Diesel PO for OO SIT Yard'. The second row is for 'General Service Example' with annotations A through E. Annotation A points to the Description field, B to the Quantity field (value 1), C to the Unit field (value Each), D to the Unit Price field (value \$1,000.00 USE), and E to the Service End Date field (value 30 Sep 2022). The Service Start Date is 8 Aug 2022. The Subtotal is \$1,000.00 USE. There are buttons for 'Add to Included Lines', 'Add/Update', 'Line Item Actions', 'Delete', and 'Reset Tax from PO'.

- C. Enter **Unit**
 - Select field while blank and **hit enter for Search Unit**
 - Click **Search** – Do not type in Unit name field to search
 - Use page navigator to search for applicable Unit
 - Most common Units are Hour (HUR) or Each (EA)
- D. Enter **Unit Price** and ensure subtotal is accurate
- E. Enter **Service Start** and **End Date**

Above example of completed Entry

Create Labor Service Invoice



Labor Service Invoices are used for services that have a contract labor rate. A supplier may invoice up to the amount available in the PO.

Select **Labor Service** from **Add/Update** in Line Item details:

- Enter a **Description of Service**
- Enter **Quantity** greater than 0 for Hour (HUR)
- Enter calendar year of service in **Term**

The screenshot shows the 'Insert Line Item Options' form. At the top, there are checkboxes for 'Tax Category' and 'Discount'. Below is a table with columns: No, Include, Type, Part #, Description, Customer Part #, Quantity, Unit, Unit Price, and Subtotal. The first row is for '2022 Annual Diesel PO for DD SIT Yard'. The second row is for 'Labor Service Example' with a quantity of 10 and a unit price of \$10,000.00 USD. To the left of the table, there is a 'Rate' section with fields for 'Term' (2022), 'Rate' (\$100.00 USD), and 'Unit' (Hour). Below this is a 'Service Period' section with 'Service Start Date' (1 Aug 2022) and 'Service End Date' (08/31/2022). On the right side, there are fields for 'Supervisor Name' (Sally Joe), 'Work Location' (Plant A), 'Address 1' (123 W Street), 'Address 2', 'Address 3', 'City' (Houston), 'State' (Texas [TX]), 'Zip' (77061), and 'Country/Region' (United States [USA]).

Annotations on the form:

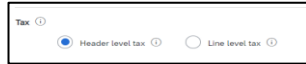
- A: Description of Service
- B: Quantity
- C: Term
- D: Rate
- E: Unit
- F: Service Start and End Date

- Enter **Rate** in Dollars per unit and ensure subtotal is accurate
- Enter **Unit** in the Rate section
 - Select field while blank and **hit enter to Search Unit**
 - Select **Search** – Do not type in Unit Name to search.
 - Use page navigator to search for applicable Unit
 - Most common Unit is Hour (HUR)
- Enter **Service Start and End Date**

Create Service Invoice

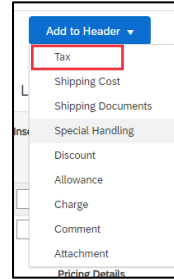
Tax Level and **Tax Rate** are based upon the PO and auto-populate on the Invoice. Tax Updates can be made at Header or Line Item level. If defaults are changed, an invoice exception will be triggered. Tax may not be applicable to all types of Services.

- **Header Level Tax**
 - Blanket tax rate is applied to ALL line items
 - Navigate to **Add to Header** and select **Tax**
- **Line Level Tax**
 - Enables the supplier to specify a tax category and rate for a particular line
 - Navigate to **Line Item Actions**, check specific Line Item (s) and select **Tax**



Tax ⓘ

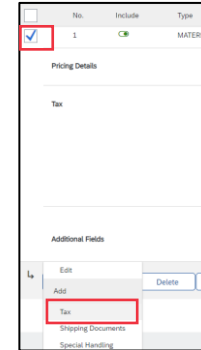
☒ Header level tax ⓘ ☐ Line level tax ⓘ



Add to Header ▾

- Tax
- Shipping Cost
- Shipping Documents
- Special Handling
- Discount
- Allowance
- Charge
- Comment
- Attachment

Pricing Details



No. Include Type

1 1 MATERIAL

Pricing Details

Tax

Additional Fields

Edit Add Delete

Tax

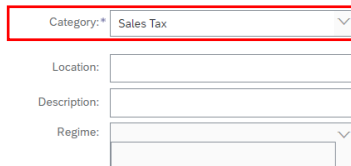
Shipping Documents

Special Handling

Ensure the following Tax details are entered:

- Select appropriate tax category
- Enter Tax rate (%)

Tax

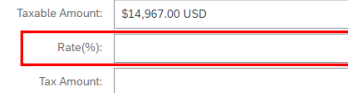


Category: Sales Tax

Location:

Description:

Regime:



Taxable Amount: \$14,967.00 USD

Rate(%):

Tax Amount:

Remove

Create Service Invoice



Additional fields section is optional but provide greater detail to the invoice.
Supplier can use these fields to support internal data referencing.

Additional Fields	
Supplier Account ID #:	<input type="text"/>
Customer Reference:	<input type="text"/>
Supplier Reference:	<input type="text"/>
Payment Note:	<input type="text"/>
Service Start Date:	<input type="text"/>
Service End Date:	<input type="text"/>
Supplier: LAMONS METAL GASKET CO-TEST	Customer: CPC-Plastics Resins Branch
Houston, TX	Spring, TX
United States	United States
	Email: <input type="text"/>
Bill From: LAMONS METAL GAS	
Houston, TX	
United States	
Field Contractor	Field Engineer
Name: <input type="text"/>	Name: <input type="text"/>
Email: <input type="text"/>	Email: <input type="text"/>
Phone: USA 1 <input type="text"/> <input type="text"/> <input type="text"/>	Phone: USA 1 <input type="text"/> <input type="text"/> <input type="text"/>
	Approver
	Name: <input type="text"/>
	Email: <input type="text"/>
	Phone: USA 1 <input type="text"/> <input type="text"/> <input type="text"/>
freightTerm: <input type="text"/>	
term: <input type="text"/>	

Create Service Invoice

After clicking Next, Invoice Summary will show all details for invoice.

- It is important to ensure all information is *accurate* to avoid AP exception handling which may result in delayed payment or invoice rejection.
- Click **Submit** to send invoice to CPC.

Create Invoice

PreviousSaveSubmitExit

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 Ariba 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: 23123

Invoice Date: Friday 30 Sep 2022 8:01 AM GMT-05:00

Original Purchase Order: 4700000436

Subtotal: \$23.00 USD

Total Tax: \$0.00 USD

Total Gross Amount: \$23.00 USD

Total Amount without Tax: \$23.00 USD

Total Net Amount: \$23.00 USD

Amount Due: \$23.00 USD

REMIT TO:

BILL TO:

Chevron Phillips Chem Co LP

Postal Address (Default):
10001 Six Pines Dr
Spring, TX 77380-1498
United States
Address ID: 3301

SUPPLIER:

BILL FROM:

CUSTOMER:

Chevron Phillips Chem Co LP

Postal Address:
10001 Six Pines Dr
Spring, TX 77380-1498
United States
Address ID: 3301

Create Service Entry Sheet

CPC has enabled automatic creation of Service Entry Sheets for each Service Invoice that is created.

Service Entry Sheets are reviewed by the Finance department who rejects or approves for invoice reconciliation.

If a Service Entry Sheet is rejected, the supplier must resubmit a **new Invoice** with correct information. It is important to submit the Invoice with correct information to avoid delayed payment or rejected invoice.

The message below will occur when attempting to create a service entry sheet for a CPC Service Invoice.

AUTOMATICALLY CREATE SERVICE SHEET

Since your organization has already directly created at least one invoice from this purchase order, you must continue to invoice it directly. Ariba Network automatically generates a service sheet for each invoice.

Click Continue to create an invoice, and the service sheet for that invoice will be generated automatically.

Continue

Cancel

Tips to Avoid Service Entry Sheet/Invoice Rejection

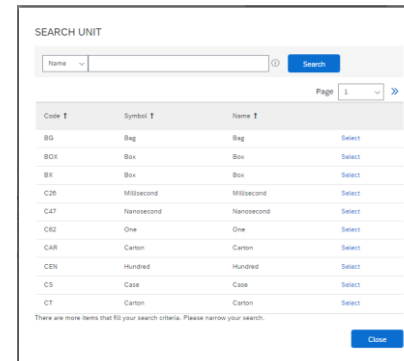
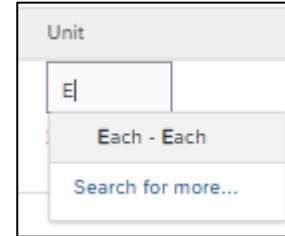
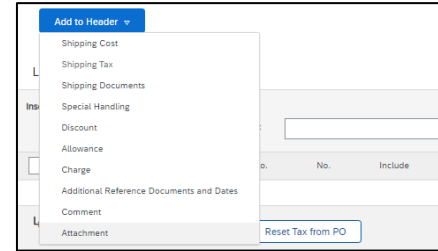
Below are the most common reasons for rejection of Service Entry Sheet (SES) and invoice. Please avoid these errors. If your Invoice is rejected, it is most likely because of an SES error(s) below.

1. Missing Description - Please enter a description in the Line Item details of the Invoice for each line. Missing description will result in rejection.
2. Missing Unit of Measure (UOM) - Please select a Unit from the available options in Ariba. This field is case sensitive. Example: "hour" is invalid; "Hour" is valid. Missing UOM will result in rejection.
3. Missing Attachment – When in doubt always add an attachment of the original invoice, timesheet, etc... that support your invoice. This can be done by selecting "Add to Header" then "attachment". Refer to slide 24. Missing attachments required by your buyer may result in rejection.

View Service Sheets under "Fulfillment" tab to see notes on rejection reason from approver.

Tips to Avoid SES Rejection

- Adding an Attachment can be found in the Add to Header button found above line items. Attachment should always be uploaded if you are required to provide a timesheet and/or invoice to the project owner.
- Add “Unit” by typing in text and **selecting from dropdown** list (first letter must be capitalized).
- Selecting "Search for more..." will open a pop-up search table. Clicking enter while search bar is blank will provide full list of units. Use the page button to navigate the pages and view available options.



FAQ

Frequently Asked Questions

CPC Invoicing FAQ

Should I send separate Invoices for supplemental charges such as shipping or special handling?

Do not send separate invoices for supplemental charges. This will result in exception handling which may delay payment or rejection of the invoice.

All charges should be on the **same** invoice. Supplemental charges can be added to the Invoice at the Header or Line-item level.

CPC Invoicing FAQ

Can I use my own Unit of Measure (UOM) when preparing an Invoice?

You must use a UOM from the available Ariba search options. Entering a UOM that is not from the selected list will result in exception handling which may delay payment or reject of the invoice.

Ensure that UOM and quantity of invoice aligns or matches with PO UOM. Invoices with quantities that is greater than the PO quantity are not allowed.

CPC Invoicing FAQ

What do I do with the paper invoices that have already been printed or sent to Chevron Phillips Chemical and Affiliates?

Approximately 1 week prior to “Go Live”, Chevron Phillips Chemical and Affiliates will send a “Go Live” communication by email to confirm the exact “Go Live” date. Also, a list of Cutover Purchase Orders with the Ariba PO numbers will be sent to the supplier.

Until you have been notified to begin sending “live” invoices through your Ariba Network production account, you will continue to submit invoices the same way you have done so previously.

CPC Invoicing FAQ

What is the process for invoices against purchase orders that I received prior to cutover?

Chevron Phillips Chemical and Affiliates's current plan is to have any open PO Lines placed prior to Go Live Date cutover into Ariba be completed via the Ariba Network or Ariba integration

General Ariba FAQ

What do I need to know when transacting with Chevron Phillips Chemical and Affiliates through the Ariba Network?

It is important to review the information, training materials, and reference documents provided on Chevron Phillips Chemical and Affiliates' Supplier Information Portal.

To access the Supplier Information Portal:

- Log into your Ariba Network production account at <https://supplier.ariba.com>
- From the Administrator drop-down menu, select **Customer Relationships**
- Locate Chevron Phillips Chemical and Affiliates and click the **Supplier Information Portal link** next to CPChem's name
- Direct link to the Portal <https://support.ariba.com/item/view/189753>

General Ariba FAQ

Why did Chevron Phillips Chemical and Affiliates choose the Ariba Network?

The Ariba Network is the world's largest trading partner community, home to more than 1.2 million companies, including more than half of the Fortune 500.

Ariba provides fast and efficient transmission, tracking, and processing of orders and invoices.

General Ariba FAQ

Who is SAP Ariba?

Ariba is the world's business commerce network. Ariba combines industry-leading cloud-based applications with the world's largest web-based trading community to help companies discover and collaborate with a global network of partners. Using the Ariba Network, businesses of all sizes can connect to their trading partners anywhere, at any time, from any application or device to buy, sell, and manage their cash more efficiently and effectively than ever before. Companies around the world use the Ariba Network to simplify inter-enterprise commerce and enhance the results that they deliver.

The Ariba Network offers suppliers a broad range of solutions and services to manage business transactions and content through a web browser or electronically through EDI/cXML. Being part of the Ariba Network positions suppliers to attract more business from existing customers, as well as gain new ones.

You can access your Ariba Network supplier account and other information about the Ariba Network with these links:

Ariba Network supplier account: <https://supplier.ariba.com>

Ariba Network information: <http://www.ariba.com/community/the-ariba-netwo>

General Ariba FAQ

Why is Chevron Phillips Chemical and Affiliates asking suppliers to transact with them electronically?

Chevron Phillips Chemical and Affiliates is moving away from conducting commerce via hard copy and manually transmitted purchase orders, change orders, advance shipment notices, invoices, and more.

Chevron Phillips Chemical and Affiliates are contacting our suppliers to inform of these changes and request support to ensure a smooth transition to this new process.

General Ariba FAQ

What infrastructure do I need to use the Ariba Network?

A regular Internet connection and a web browser are the only requirements.

General Ariba FAQ



What if I don't want to participate?

Chevron Phillips Chemical and Affiliates is committed to the utilization of the Ariba Network and is working hard to make the transition as seamless for suppliers as possible.

Suppliers that are asked to participate are considered strategic to the ongoing business of Chevron Phillips Chemical and Affiliates and are thus expected to comply with this process as a requirement for continuing the relationship. New supplier relationships will have the same expectation of utilizing the Ariba at the time of on-boarding.

General Ariba FAQ

How do I register on the Ariba Network?

Ariba and Chevron Phillips Chemical and Affiliates are contacting suppliers in phases & waves during the rollout and will send you a **Trading Relationship Request Letter** when they are ready for you to convert to the new process. This letter will explain how to register on the Ariba Network and the steps you should take to create an Ariba Network account. Ariba will also contact and assist you individually throughout this process to ensure a smooth transition.

If you already have an Ariba Network account, you should leverage it to transact with Chevron Phillips Chemical and Affiliates.

General Ariba FAQ

What if I forget my password?

If you forget your Ariba Network Password, click the **Forgot Password** link at <http://supplier.ariba.com> to be prompted through the password reset process.

General Ariba FAQ

Is there a cost for transacting business on the Ariba Network?

As an Ariba Network supplier, you have two choices in Ariba Network accounts. The right one for you is based on your business model and how you think you can best achieve your e-commerce and sales goals.

The **Standard Account** has basic functionality and is completely **free** for suppliers.

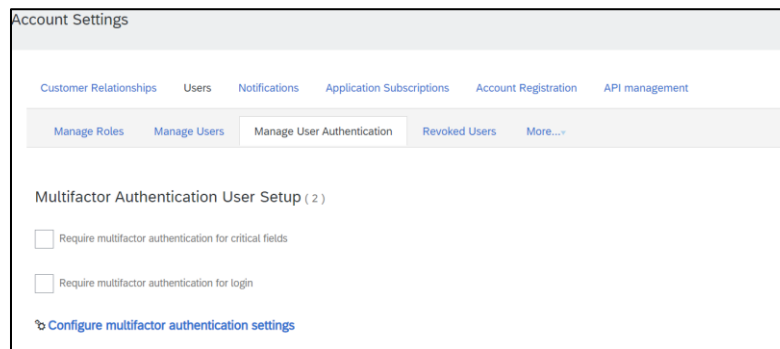
An **Enterprise Account** is a **fee-based account** and provides everything the standard account offers, plus ways to grow and strengthen your business through Ariba Network. More information about pricing can be found at <https://www.ariba.com/ariba-network/ariba-network-for-suppliers/accounts-and-pricing>.

General Ariba FAQ

How secure is the Ariba Network?

The Ariba Network uses Secure Hypertext Transfer Protocol (HTTPS) for all communication between procurement applications, suppliers, and the Ariba Network. HTTPS is the standard for secure Internet communication and uses Secure Socket Layer (SSL) with RSA Labs encryption. Additionally, accounts on the Ariba Network are password protected. You can learn more about Ariba data security policies here: <https://www.ariba.com/legal/ariba-data-policy-and-privacy-statement-04-22-2016>.

For added security measures, CPChem encourages suppliers to set up **Multifactor Authentication** within the User settings on the Manage User Authentication tab. This configuration can be set up by the supplier's administrator.



General Ariba FAQ

What is the privacy policy for registration and company information?

By registering on the Ariba Network, suppliers make their company profile information available to their current customers as well as other buying organizations on the network. Your customers use this information to conduct transactions with you through the network, and prospective buyers use it to initiate new business relationships.

Protected account information, such as Tax ID and account settings, is not shared. Suppliers do not have access to the account information of other suppliers.

General Ariba FAQ

What date will I start transacting with Chevron Phillips Chemical and Affiliates over the Ariba Network?

Approximately 1 week prior to “Go Live”, Chevron Phillips Chemical and Affiliates will send a “Go Live” communication by email to confirm your exact “Go Live” date.

General Ariba FAQ

What if I have more questions?

Ariba Network Supplier Enablement Help Desk (North America only): **1-800-974-4899**

- For assistance accessing your account, password resets, or general issues with your Ariba Network account

Ariba Help Center: <https://support.ariba.com/help>

- For helpful articles regarding account functionality, training or submitting help tickets to Ariba.

Chevron Phillips Chemical and Affiliates Supplier Enablement Team: CPCRASupplierEnablement@cpchem.com

- For business process questions or general inquiries on the new process
- Should be used only after utilizing this guide and leveraging Ariba Help Desk