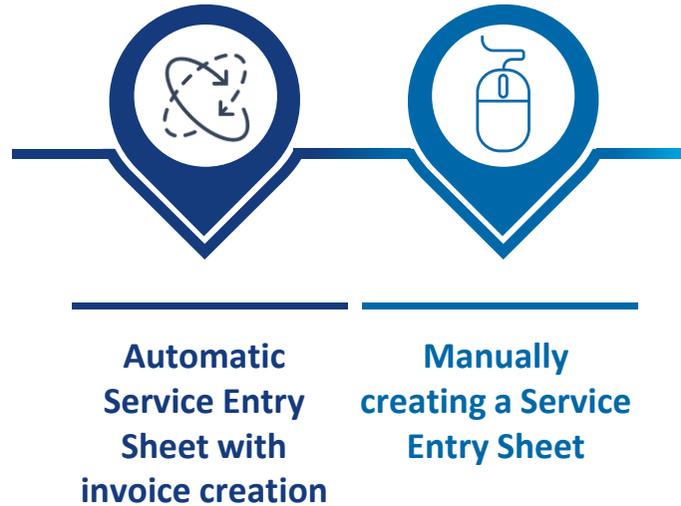




Supplier guidelines

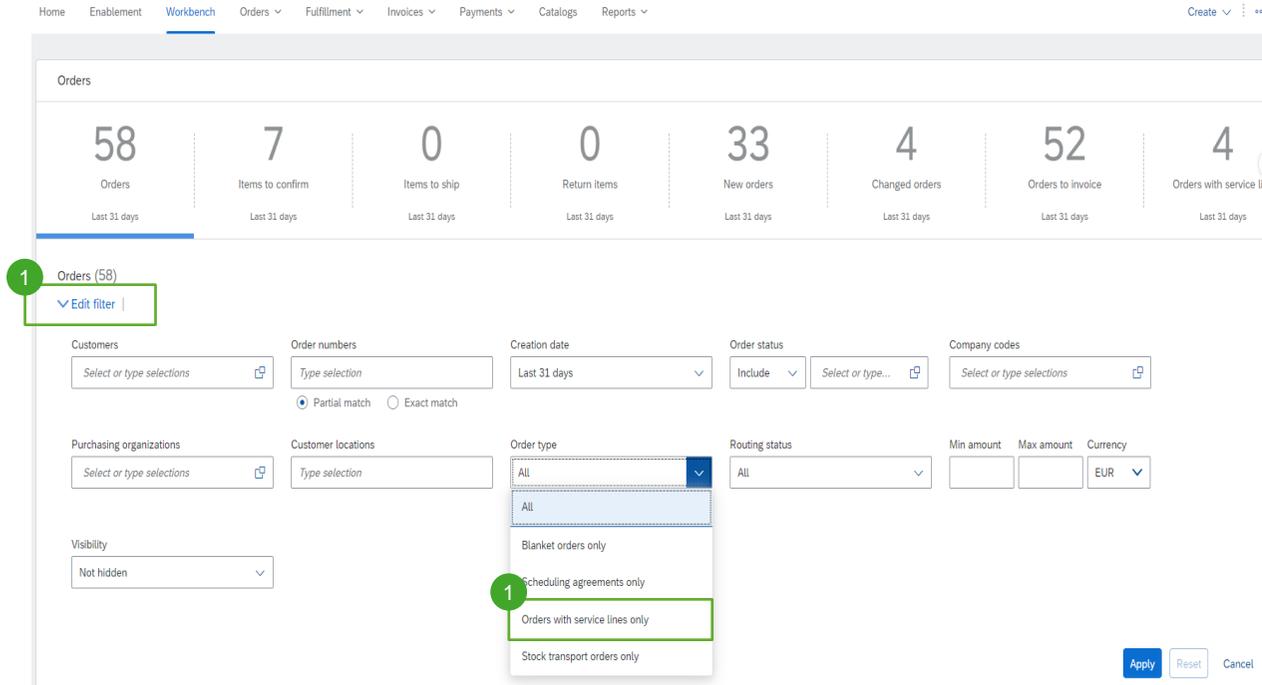
Send a Service Entry Sheet

Table of content



How to create an invoice with an automatic SES

Locate the correct Purchase Order



Log in to your account on supplier.ariba.com and locate the list of all purchase orders via Orders > Purchase Orders

1 Locate the service order via the “Edit filter” and select under Order type “Orders with service lines only”.

Locate the correct Purchase Order

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
5498000035	Umicore - TEST	€0.00 EUR	Dec 15, 2022	Confirmed		...
5498000034	Umicore - TEST	€0.00 EUR	Dec 15, 2022	Confirmed		...
5498000033	Umicore - TEST	€0.00 EUR	Dec 15, 2022	Partially Serviced		...
5498000032	Umicore - TEST	€0.00 EUR	Dec 14, 2022	New		...
5498000031	Umicore - TEST	€0.00 EUR	Dec 14, 2022	Changed		...
5498000028	Umicore - TEST	€0.00 EUR	Dec 13, 2022	New		...
5498000027	Umicore - TEST	€0.00 EUR	Dec 13, 2022	Partially Received		...
5498000026	Umicore - TEST	€0.00 EUR	Dec 13, 2022	Partially Received		...
5498000024	Umicore - TEST	€0.00 EUR	Dec 13, 2022	New		...
5498000023	Umicore - TEST	€0.00 EUR	Dec 13, 2022	New		...
5498000017	Umicore - TEST	€0.00 EUR	Dec 13, 2022	Partially Received		...
5498000016	Umicore - TEST	€0.00 EUR	Dec 12, 2022	Confirmed		...
3498000625	Umicore - TEST	€1,000.00 EUR	Dec 12, 2022	New		...
5498000015	Umicore - TEST	€0.00 EUR	Dec 12, 2022	New		...

2 After locating the correct service order on the Ariba account, suppliers can create a “Standard invoice” for this order.

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

Complete invoice header details

Create Invoice Update Save Exit Next

▼ Invoice Header * Indicates required field Add to Header ▼

Summary

Purchase Order: 549000024	Subtotal: 0.00 EUR	View/Edit Addresses
Invoice #: 1	Total Tax: 0.00 EUR	
Invoice Date: 20 Dec 2022	Total Gross Amount: 0.00 EUR	
Service Description:	Total Net Amount: 0.00 EUR	
Supplier Tax ID:	Amount Due: 0.00 EUR	
Remit To: ACCT 1		
Brussels		
Belgium		
Bill To: Umicore SA		
Brussels		
Belgium		

Shipping

Header level shipping Line level shipping

Ship From: DELOITTE BELGIUM (UMD)-TEST	Ship To: Umicore Olen	View/Edit Addresses
Zaventem	Olen	
Belgium	01	
	Belgium	
	Deliver To:	

Payment Term

Discount or Penalty Term(days): 30 Percentage(%): 0.000
Within 30 days due net from date of invoice

3 On the header level of the invoice, you will need to complete an invoice ID and a Supplier Tax ID

Complete invoice header details

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

Supplier: **DELOITTE BELGIUM (UMD)-TEST**
Zaventem
Belgium

Customer: **Umicore SA**
Brussels
Belgium
Email:

Bill From: **DELOITTE BELGIUM (UMD)-TEST**
Zaventem
Belgium

Service Supervisor

Service Supervisor Name:

Service Supervisor Email:

Service Supervisor Phone: USA 1

Tax paid through a Tax Representative

Umicore Contact

Umicore Contact Name:

Umicore Contact Email:

Umicore Contact Phone: USA 1

Supplier VAT

Supplier VAT/Tax ID:*

Supplier Commercial Identifier:

Supplier Commercial Credentials:

Customer VAT

Customer VAT/Tax ID:* **BE0401574852**

Supplier Legal Form.*

6 Service Start Date:
Service End Date:

4

4 For a service invoice, supplier can optionally update the service supervisor and Umicore contact details.

5 Additionally, it is required for a supplier to already complete his Supplier VAT/Tax ID

6 On the header level, suppliers will need to complete a service end and start date as well

Complete invoice line item details

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

Insert Line Item Options

Tax Category: 0% VAT Discount Add to Included Lines

No.	No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit	Unit Price	Subtotal
00001			DelProject00	Project Line (SES)								

Line Item Actions

7 Supplier needs to add line items to their invoice via the “Add/Update” button. Different options are possible: (1) Contract/Catalog items, (2) general ad-hoc service, (3) Labor service or (4) material used.

i Important information:
In case contractual rates are agreed between the buyer and the supplier, the supplier needs to add line items via 'add contract/catalog items' to ensure that the SES can be approved by the requester

Complete invoice line item details

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

Insert Line Item Options Add to Included Lines

Tax Category: 0% VAT Discount

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
00001			DelProject00	Project Line (SES)					
1	<input checked="" type="checkbox"/>	SERVICE	123	NLE TEST		3	EA	50.00 EUR	150.00 EUR

Service Period: Service Start Date: 30 Nov 2022 Service End Date: 16 Dec 2022

Tax

Additional Fields: INTRASTAT / Commodity Code: TEST NLE

Line Item Actions:

8 On a general service item, a supplier will need to complete line item information such as Part #, unit of measure, unit price, etc. This is automatically completed if a catalog or contract item is added.

9 Afterwards, suppliers will need to add the correct tax category for the line items

10 Once all line items are added on the invoice, suppliers will need to click on next to review the invoice

Review invoice

Create Invoice

Previous Save **Submit** Exit

11

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Domestic Trade. The document's originating country is: Belgium. The document's destination country is: Belgium.
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: I549800028	Subtotal: 150.00 EUR
Invoice Date: Tuesday 20 Dec 2022 3:08 PM GMT+01:00	Total Tax: 31.50 EUR
Original Purchase Order: 5498000028	Total Gross Amount: 181.50 EUR
	Total Net Amount: 181.50 EUR
	Amount Due: 181.50 EUR

SERVICE PERIOD
Start Date : 1 Nov 2022
End Date : 31 Dec 2022

REMIT TO: DELOITTE BELGIUM (UMD)-TEST Postal Address: ACCT 1 1000 Brussels Belgium Remit To ID: ACCT1 Tax ID of Supplier: 12345	BILL TO: Umicore SA Postal Address: Broekstraat 31 rue de Marais 1000 Brussels Belgium Address ID: BE04	SUPPLIER: DELOITTE BELGIUM (UMD)-TEST Postal Address: Gateway building Luchthaven Brussel 1930 Zaventem Belgium Legal Form: TEST NLE
BILL FROM: DELOITTE BELGIUM (UMD)-TEST Postal Address: Gateway building Luchthaven Brussel 1930 Zaventem Belgium	CUSTOMER: Umicore SA Postal Address: Broekstraat 31 rue de Marais 1000 Brussels Belgium Address ID: OLNK	WIRE PAYMENT TO BANK: BANK1 Account Name: ACCT1 Account Type: Checking Account ID: 736-0652910-67 SWIFT Code: KREDBEBB IBAN ID: BE93736065291067

11 After reviewing the invoice created, the supplier can submit his invoice for approval and an automatic SES will be created

Review invoice and SES created



Orders

38 Orders | 52 Items to confirm (Last 31 days) | 0 Items to ship (Last 31 days) | 0 Return items (Last 31 days) | 95 New orders (Last 31 days) | 10 Changed orders (Last 31 days) | 192 Orders to Invoice (Last 31 days) | 38 Orders with service line (Last 31 days)

Orders (38) | Edit filter | Last 31 days | Orders with service lines only

Resend Failed Orders

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
5498000035	Umicore - TEST	€0.00 EUR	Dec 15, 2022	Confirmed		...
5498000034	Umicore - TEST	€0.00 EUR	Dec 15, 2022	Confirmed		...
5498000033	Umicore - TEST	€0.00 EUR	Dec 15, 2022	Partially Received	€9,500.00 EUR	...
5498000032	Umicore - TEST	€0.00 EUR	Dec 14, 2022	New		...
5498000031	Umicore - TEST	€0.00 EUR	Dec 14, 2022	Changed		...
5498000028	Umicore - TEST	€0.00 EUR	Dec 13, 2022	Partially Serviced	€150.00 EUR	...
5498000027	Umi					
5498000026	Umi					

Purchase Order: 5498000028

Buttons: Create Order Confirmation, Create Ship Notice, Create Service Sheet, Create Invoice

Order Detail | Order History

Umicore

From Customer: Umicore SA, Boulevard 31 rue de Marais, 1000 Brussels, Belgium, Phone: [redacted], Fax: [redacted]

To: DELOITTE BELGIUM (UMI)-TEST, Gateway Building, Leclifshaven Brussel, 1930 Zaventem, Belgium, Phone: [redacted], Fax: [redacted], Email: ingre@avacri-2366@gmail.com

Purchase Order (Partly Serviced): 5498000028, Amount: 0.00 EUR, Version: 1

Payment Terms: 0/000/30, Within 30 days due net from date of invoice

Comments: Opening text and Closing days: Please read the document in the attachment for purchase order and by instructions.

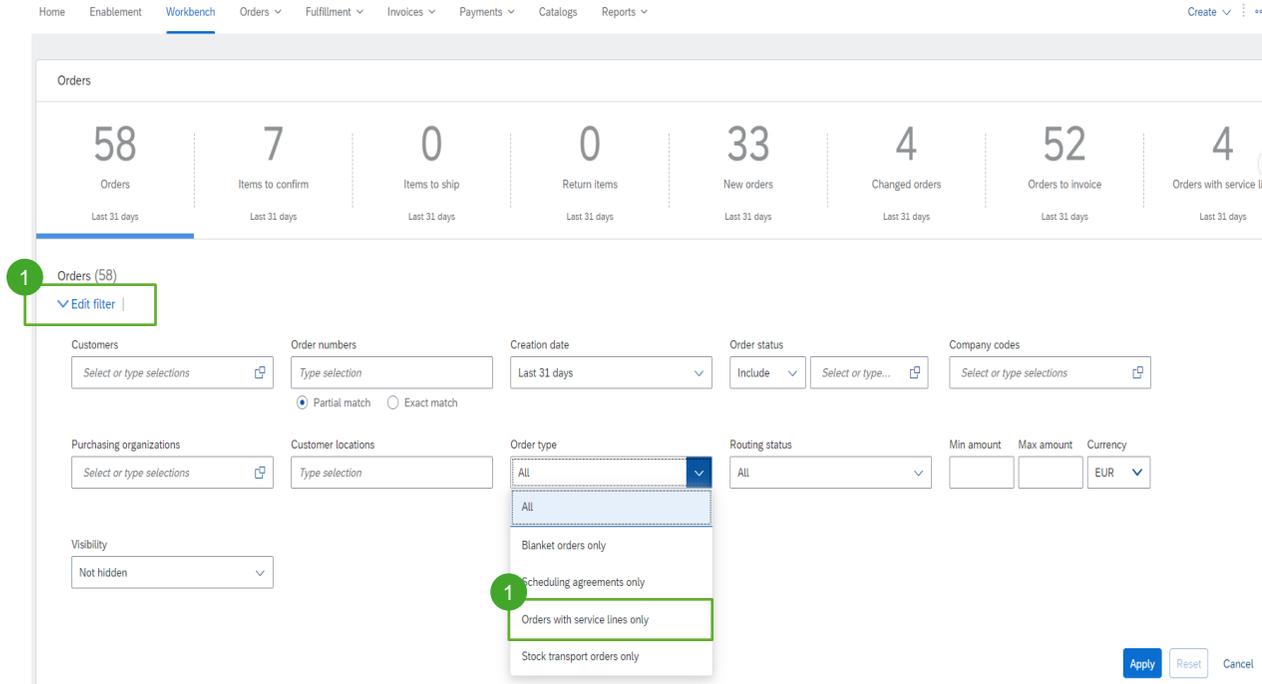
Attachments: 13. Attachment: External Doc: 5498000028_55_1, Related Documents: 5498000028

12 To retrieve the invoice and automatic SES created, the supplier will need to locate the original service order.

13 Under related documents, the supplier can find both the SES and the invoice created. Once the SES is approved by the requester, the invoice will be sent to Umicore.

How to create a manual service entry sheet

Locate the correct Purchase Order



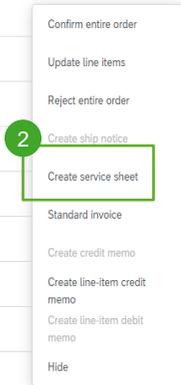
Log in to your account on supplier.ariba.co and locate the list of all purchase orders via Orders > Purchase Orders

1 Locate the service order via the “Edit filter” and select under Order type “Orders with service lines only”.

Locate the correct Purchase Order

Order Number	Customer	Amount	Date ↓	Order Status	Amount Invoiced	Actions
5498000035	Umicore - TEST	€0.00 EUR	Dec 15, 2022	Confirmed		...
5498000034	Umicore - TEST	€0.00 EUR	Dec 15, 2022	Confirmed		...
5498000033	Umicore - TEST	€0.00 EUR	Dec 15, 2022	Partially Serviced		...
5498000032	Umicore - TEST	€0.00 EUR	Dec 14, 2022	New		...
5498000031	Umicore - TEST	€0.00 EUR	Dec 14, 2022	Changed		...
5498000028	Umicore - TEST	€0.00 EUR	Dec 13, 2022	New		...
5498000027	Umicore - TEST	€0.00 EUR	Dec 13, 2022	Partially Received		...
5498000026	Umicore - TEST	€0.00 EUR	Dec 13, 2022	Partially Received		...
5498000024	Umicore - TEST	€0.00 EUR	Dec 13, 2022	New		...
5498000023	Umicore - TEST	€0.00 EUR	Dec 13, 2022	New		...
5498000017	Umicore - TEST	€0.00 EUR	Dec 13, 2022	Partially Received		...
5498000016	Umicore - TEST	€0.00 EUR	Dec 12, 2022	Confirmed		...
3498000625	Umicore - TEST	€1,000.00 EUR	Dec 12, 2022	New		...
5498000015	Umicore - TEST	€0.00 EUR	Dec 12, 2022	New		...

2 After locating the correct service order on the Ariba account, suppliers can create a “Service Sheet” for this order.



A context menu is displayed over the '5498000024' row of the table. The menu items are: 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, and Hide. The 'Create service sheet' option is highlighted with a green box, and a green circle with the number '2' is positioned to its left.

Complete Service Entry Sheet information

Create Service Sheet

Update Save Exit Next

Service Sheet Header * Indicates required field Add to Header

Summary

Purchase Order: 549800028 Subtotal: 0.00 EUR

Service Sheet #: [] Service Start Date: []

Service Sheet Date: 16 Dec 2022 Service End Date: []

Service Description: [] Copy the service start and end dates to the service line items

Additional Fields

Supplier Reference: [] To: Umicore SA

From: DELOITTE BELGIUM (UMD)-TEST Broelstraat 31, rue de Marais
Gateway building Luchthaven Brussel 1000 Brussels
1930 Zaventem Belgium

Service Supervisor: Belgium Umicore Contact:

Service Supervisor Name: [] Umicore Name: []

Service Supervisor Email: [] Umicore Email: []

Service Supervisor Phone: USA 1 [] [] [] Umicore Phone: USA 1 [] [] []

Add Comments Add Attachments

Service Entry Sheet Lines

Line No.	Part No. / Description	Contract #
00001	DelProject00 Project Line (SES)	C10284

Add

Add Pricing Details

3 On the header level of the Service Entry Sheet, suppliers will need to complete a SES ID, a start date and end date.

4 Optionally, suppliers can add on the header level contact details of the service supervisor

5 Suppliers will need to add lines to their SES for more details on the services. This can be either a contract/catalog item or Unplanned item

i In case contractual rates are agreed between the buyer and the supplier, the supplier needs to add line items via 'add contract/catalog items' to ensure that the SES can be approved by the requester

5

Add

Add Contract/Catalog Item

Add Unplanned Item

Adding line items to the Service Entry Sheet

Create Service Sheet: Add Item

Part No: CR10293-1699161776-Arbeitsmaterial, Description: Opdracht elektrische regelwerken (Engl) Contract ID: C10293

7 Done Cancel

6 100.00 EUR / Hour Add to Cart

8

Service Entry Sheet Lines

Include	Part No. / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal
<input type="checkbox"/>	CR10293-1699161776-Arbeitsmaterial Opdracht elektrische regelwerken (Engl) UAT		Service	Unplanned From Contract	3 sp (⊖)	0.00 EUR	0.00 EUR
CONTRACT DETAILS Contract Number: C10293							
SERVICE PERIOD							
PRICING DETAILS Price Unit: (⊖)							
COMMENTS Add Comments							
<input type="checkbox"/>	CR10293-1699161776-Arbeitsmaterial Elektronen UAT		Service	Unplanned From Contract	4 sp (⊖)	50.00 EUR	200.00 EUR
CONTRACT DETAILS Contract Number: C10293							
SERVICE PERIOD							
COMMENTS Add Comments							
<input type="checkbox"/>	CR10293-1699161776-Arbeitsmaterial Elektronen (overeen 50h) UAT		Service	Unplanned From Contract	7 sp (⊖)	75.00 EUR	525.00 EUR
CONTRACT DETAILS Contract Number: C10293							

- 6 The supplier can select multiple items from the contract negotiated as line items of the SES, by clicking on "Add to Cart"
- 7 When everything is added, please click on "Done"
- 8 Afterwards, suppliers can see the Service Entry Sheet lines, they added to their Service Entry Sheet.
- i In case contractual rates are agreed between the buyer and the supplier, the supplier needs to add line items via 'add contract/catalog items' to ensure that the SES can be approved by the requester

Submit created Service Entry Sheet



Create Service Sheet

Confirm and submit this document.

Service Sheet
SES TEST NLE
Date: 18 Dec 2022
Final Service Sheet: No
Purchase Order: 169800542
Subtotal: 725.00 EUR
Service Start Date: 18 Dec 2022
Service End Date: 31 Dec 2022

Subtotal: 725.00 EUR

From: DELOITTE BELGIUM (UMD)-TEST
DELOITTE BELGIUM (UMD)-TEST
Gateway Building Leuchttoren Brussel
1950 Zaventem
Belgium

To: Umicore SA
Umicore - TEST
Bioscience 11 rue de Marais
1000 Brussels
Belgium
Address ID: BE04

Service Entry Sheet Lines

SES Line	Type	Service # / Description	Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal	
00001			CR10293-1699161775- Arbaiternal Opdracht elektrische regievoeren (Engl)	C10293				
1	Service	CR10293-1699161775-Arbaiternal Opdracht elektrische regievoeren (Engl) UAT	Unplanned From Contract		1 (EA)	0.00 EUR	0.00 EUR	Details
2	Service	CR10293-1699161775-Arbaiternal Elektricien UAT	Unplanned From Contract		4 (H)	50.00 EUR	200.00 EUR	Details
3	Service	CR10293-1699161777-Arbaiternal Elektricien overuren-50% UAT	Unplanned From Contract		7 (H)	75.00 EUR	525.00 EUR	Details

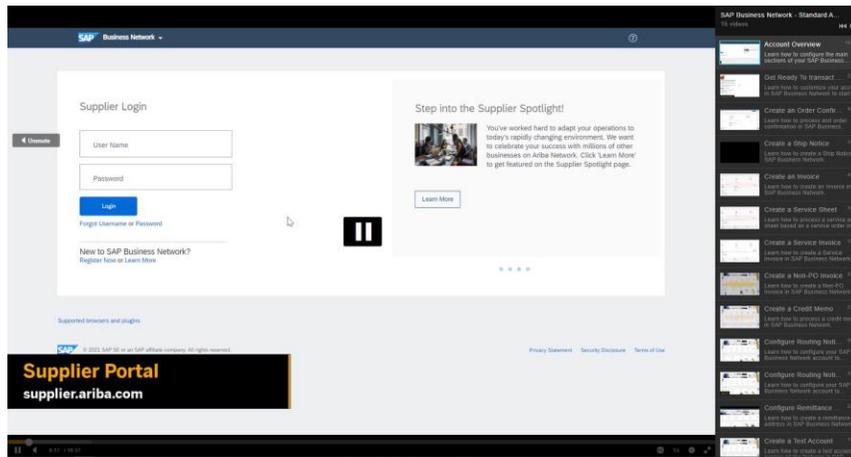
Service Entry Summary
Subtotal: 725.00 EUR

Previous Save **Submit** Exit

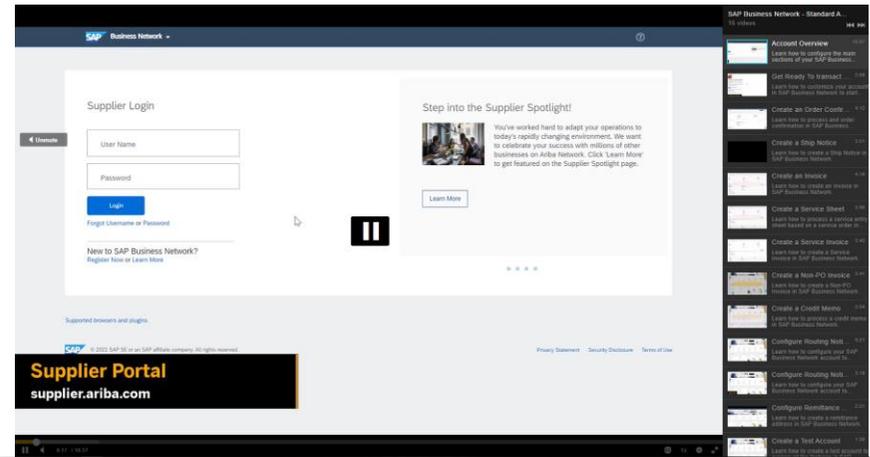
9 After clicking on “Next”, you can review the service entry sheet. Click **on submit** to submit towards Umicore.

Looking for video material?

Please visit the below link to access the available video material on how to act on the SAP Business Network:



[Click here for English](#)



[Click here for French](#)

For additional information:

- Please consult our Umicore SAP Ariba supplier zone
- Reach out to your Umicore contact person
- Send an email to our Ariba support team
(ariba.supplier.support@umicore.com)

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