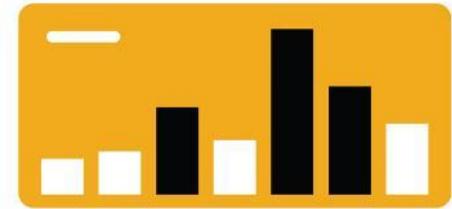
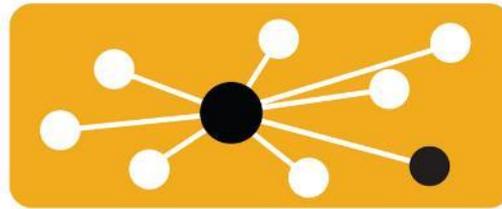
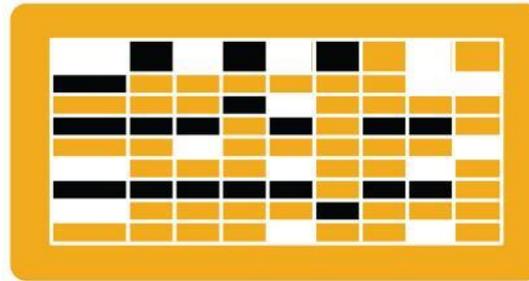


Ariba® Network Supplier Guide



SAP Ariba 

Get Started 

Using This Guide

The purpose of this guide is to help suppliers understand the business processes required by Shell.

You may navigate this guide by:

- Clicking the buttons in the toolbar
- Clicking the hyperlinks on the pages – Hyperlinks may be words or shapes within the graphics
- Using the bookmark panel to the left

This button will take you back to the previous page

This button will take you to the next step



This button will return you to the beginning of the section, or skip back between sections

The HOME button will return you to the Guide Contents page

If you need additional help, you will find a help button at the bottom of each page that will assist you in finding the appropriate support contact.

Tabs in the lower left corner link out to our Community Support pages. Look for these to answer your most common questions.



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SECTION 4



Invoice Methods



SECTION 5



Invoice Management



SECTION 6



Ariba Network Help
Resources



SECTION 7



Troubleshoot Your
Invoice Issues

SECTION 1 – PO Management



View and Search Purchase Order



Purchase Order Detail



Types of Purchase orders from Shell



Create PDF of PO

Manage POs

View and Search Purchase Orders

Ariba Network Test Mode

HOME **INBOX** OUTBOX CATALOGS REPORTS

Orders and Releases ▼ All Customers ▼ Order #

HOME INBOX OUTBOX CATALOGS REPORTS UPLOAD/DOWNLOAD

Orders and Releases ▼ Add more

Click on Inbox tab to manage your Purchase

It is also possible to search for your PO from the Home screen, which will take you directly to the search function in Inbox

Orders and Releases

Orders and Releases ▼ Items to Confirm ▼ Items to Ship ▼ Return Items

Search Filters ▼

Customer: All Customers ▼

Order Number:

Partial number Exact number

Buyer Location Code:

Invoice Number:

Show orders by: Creation Date Inquiry Date

Date Range: Last 14 days ▼
12 Mar 2018 - 26 Mar 2018

Min. Amount: Minimum

Max. Amount: Maximum

Order Status: All ▼

View: All except hidden orders ▼

Search only blanket purchase orders

Search only scheduling agreement releases or scheduling agreements

View all active

Search only service purchase orders

Show / Hide Columns

- Type
- Order Number
- Ver
- Customer

Search filters allows you to search using multiple criteria.

Click the arrow next to Search Filters to display the query fields. Enter your criteria and click Search.

Tip: If you have the exact PO number, use it to find your PO.

Inbox is presented as a list of the Purchase Orders received by Shell

Click the link on the Order Number column to view the purchase order details

Toggle the Table Options Menu to view ways of organizing your Inbox

Number of Results: 100 ▼

Type	Order Number	Var	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order	4513161471	1	Royal Dutch Shell plc - TEST		SEPCo.Shell Planning Plant Houston, TX United States	LAMP ENVIRONMENTAL INDUSTRIES INC INDEPENDENCE, LA United States	\$1,000.00 USD	24 Mar 2016	Invoiced	Invoice	\$1,200.00 USD	Original	Actions

Can't Find Your PO?

Search Filters ▼

Customer: All Customers ▼

Number:*

Partial number Exact number

If you have the exact PO number, use it to search for your PO

Manage POs

Purchase Order Detail



Purchase Order: 4513143855
Done

✓ Create Order Confirmation
Create Service Sheet
Create Invoice

Hide Changes | Hide | Print
Download PDF
Export cXML | Download CSV | Resend

From:
Customer
Shell Offshore Inc
P.O. BOX 301445
Houston, TX 77230-1445
United States
Email: US-Upstream-Invoices@shell.com

PO Issued by (Customer info)

To:
SHELL_UAT_LAMP_ENVIRONMENTAL INDUSTRIES INC
11441 FONTANA LANE
INDEPENDENCE, LA 70443
United States
Phone:
Fax:
Email:

Issued To (Supplier info)

Purchase Order
(→ Confirmed)
4513143855
Amount: \$10,000.00 USD
Version: 2 (Previous Version)

PO number, PO status, and sub-total

Payment Terms ⓘ
0.000% 60

Comments
Header text
Note from Vendor on 27.02.2018 at 13:00:08

Contract #
A16_4610021411

Contact Information
Supplier Address
LAMP ENVIRONMENTAL INDUSTRIES INC
11441 FONTANA LANE
INDEPENDENCE, LA 70443

Purchasing Agent
Name: **Shell contact**
Email: email@shell.com

Other Information
Company Code: A16_US01
PurchaseGroup: J3Q

Attachments
4513143855_20180227130008.PDF (application/PDF)

⚠ Please see the attached Shell PDF for the official representation of the Shell Purchase Order

Ship All Items To

Drilling Rigs GOM, c/o Fourchon Base - C Port 2
180 First Street, LAFOURCHE
GOLDEN MEADOW, LA 70357
United States
Ship To Code: U106
Location Code: U106

Bill To

Shell Oil Company
P.O. BOX 301445
Houston, TX 77230-1445
United States
Email: US-Upstream-Invoices@shell.com

Deliver To

Additional options: Export cXML to save a copy of the cXML source information
Order History for diagnosing problems and for auditing total value.

Note: You can Resend a PO which was not sent to your email address, cXML or EDI properly by Resend button.

Shell's purchasing agent/ Buyer information & contact info

All related documents accessible via the hyperlinks

Routing Status: Sent
Related Documents: [HY15](#)

Shell Purchase Orders

Type of POs - Definition



Material POs:

Line Items Show Item Details

Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal	
10	Not Available	1000624077	Material			6.0 (EA) ⓘ	2018-09-13T12:00:00+02:00	34.66 EUR	207.96 EUR	Details

Description: **Material description**

Planned Service PO:

POs will have a sub line including the service master Show Item Details

Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal	
▼ 100	Not Available		Service				2018-02-28T12:00:00+01:00		17,268.04 EUR	Details
	100.10	5096265	Service			17,268.04 (ACT) ⓘ		1.00 EUR	17,268.04 EUR	Details

Description: **PO will have a sub line including the service master ex. 100.10**

Type = Service

Unplanned Service PO:

Line Items Show Item Details

Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal	
100	Not Available		Service			1.0 (ACT) ⓘ	2018-03-07T12:00:00+01:00	4,920.82 EUR	4,920.82 EUR	Details
200	Not Available		Service			1.0 (ACT) ⓘ	2018-03-15T12:00:00+01:00	36.60 EUR	36.60 EUR	Details

Description: **PO will only have one line, NO sub line.**

Type = Service

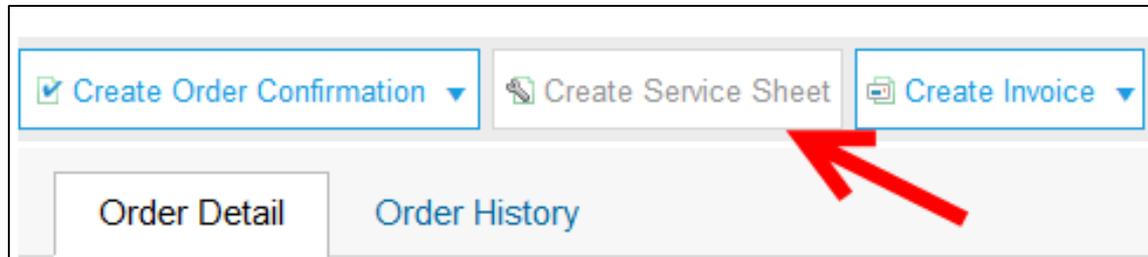
Shell Purchase Orders

Determine if Service Entry Sheet or Not



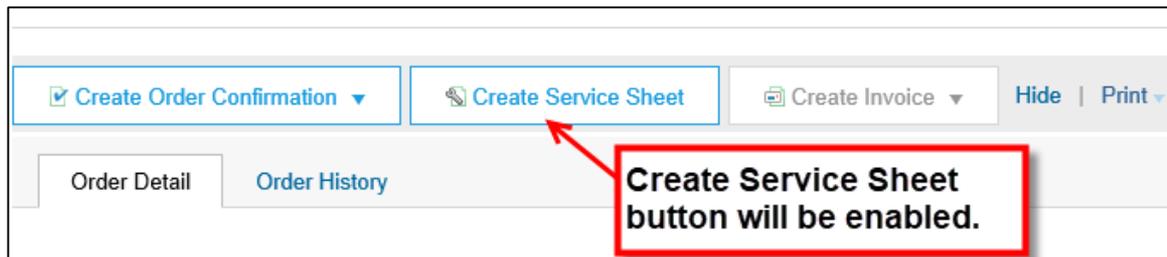
No Service Entry:

- The **Create Service Sheet** button will be disabled and only the **Create Invoice** button will be available on the top and bottom of your PO.



Service Entry Sheet creation needed:

- The **Create Service Sheet** button will be enabled and the **Create Invoice** button will be disabled.



Shell Purchase Orders

ERS (Evaluated Receipt Settlement)



ERS (Evaluated Receipt Settlement):

- Suppliers will not be required to submit an invoice via Ariba. The warning above the Line item on the PO means that this PO is self billed by Shell based on Service Entry created in Ariba by the supplier.

Invoicing is not possible for one or more line items. Click on the line item's warning icon to find out why.

Line Items Show Item Details

Line #	Change	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal	
100		Not Available		Service Invoicing not possible			1.0 (ACT) ⓘ	2017-12-31T12:00:00+01:00	174.51 EUR	174.51 EUR	Details
		Bolts & Nuts		Service			1.0 (ACT)	2018-06-	800.03	800.03	Details

You can't create invoices for items that are flagged for evaluated receipt settlement (ERS).

Line #	Change	Part #	Customer Part #	Type	Return	Revision Level
100		Not Available		Service Invoicing not possible		

Description: Bolts & Nuts

Status
1.0 Unconfirmed

Control Keys
Ship Notice: not allowed
Invoice: is ERS

This can be viewed by checking details for the line item in the section **Control Keys.**

Line #	Part #	Customer Part #	Type	Return	Revision Level
10	12171945	1000521425	Material		

Description: ...

Status
...

Control Keys
Order Confirmation: allowed
Ship Notice: not allowed
Invoice: is not ERS

If is Not ERS is displayed it means that invoice needs to be created in Ariba by the supplier

Manage POs

Create PDF of PO



Create Order Confirmation | Create Service Sheet | Create Invoice | Hide | Print | **Download PDF** | Export cXML | Download CSV | Resend

Order Detail | Order History

Select "Download PDF"

Note: If the document exceeds 1000 lines or is larger than 1MB size, details are not shown in the UI. Therefore the detail is not included in the PDF generated.

Shell always sends the PO PDF from their ERP which includes the full PO, including Terms and Conditions.

PURCHASE ORDER

PO Number	: 4513144357
Date	: 03/28/2018
Buyer	: Shell Purchasing agent
Sahu	
Tel. No.	:
Fax No.	:

On the PDF attached PO sent by Shell find the Shell contact in the Buyer field.

Supplier Environmental Industries
Supplier lane 2789
United States
Phone: 1 123456789
Fax: 1 123456789
Address ID: 123456
buyerID: 123456

Purchasing Agent
Buyer Name
Email: email@customer.com

Attachments
4513161471_20180324140823.PDF (application/PDF)

Please see the attached Shell PDF for the official representation of the Shell Purchase Order

Payment Terms
0.000 % 60

Contract #
U16_4610021411

Contact Information
Supplier Address

On the downloaded PDF version of the PO, you will find the Customer contact/Buyer is visible under Purchasing agent

Purchasing Agent
Buyer/Supplier contact name
Email: email@customer.com

Save As
Desktop
File name: 20150415_PO2.pdf
Save as type: Adobe Acrobat Document (*.pdf)
Save | Cancel

Do you want to open or save 20150415_PO2.pdf from service.ariba.com? | Open | Save

SECTION 2 – Order Confirmation



General information



Confirm Entire Order

- NO price, delivery date or quantity change required



Update Line Items

- when price, delivery date and quantity change is required



Reject Entire Order

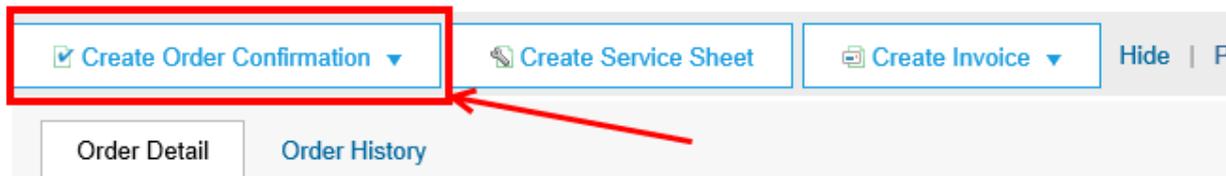
Order confirmation is required before suppliers can create an ASN or Invoice.

Order Confirmations (Order Responses)

General Information

Requirements:

- Shell's Purchase Orders are subject to an Order Confirmation requirement.



To respond to an order, select one of the following options:

Accept the order
(Accept the order entirely as-is, no discrepancies)

Accept and Propose changes to the Order
Quantity, Price, Delivery Date

Reject at the line item level on the order

Reject the entire Order

Any proposed changes must be agreed upon by Shell. Shell will update the PO and a revised PO will be sent to you as a Change Order.

Important: An Order Confirmation is mandatory for every New PO and for every Change PO as well!

Order Confirmations (Order Responses)

General Information

Not Supported:

The below requirements are NOT enforceable by the Ariba Network. Due diligence is required to ensure you are conforming to Shell's Order Confirmation requirements:

- ❑ No unconfirmed quantities at the line. All quantities at the line must be confirmed or rejected.
- ❑ No mixed Statuses on the same line item level. **Line item must be fully accepted or rejected.**
- ❑ Quantity confirmed cannot be less than originally ordered Shell. Quantity can be increased. **If quantity needs to be reduced, contact your Shell Purchasing Agent.**

Legacy Purchase Order: (POs that were issued before Go Live in Ariba that have been transferred to Supplier Ariba account)

- ❑ **Material POs are to be confirmed**
- ❑ **Service POs do not need to be confirmed**

Note: Quantity confirmed cannot be less than originally ordered by Shell. Quantity can be increased.

Create Order Confirmation

Confirm Entire Order- NO price, delivery date or quantity change required

- To be completed once you agree to all the information contained in the PO and no proposed changes are required.

The screenshot shows the SAP 'Create Order Confirmation' interface. On the left, a sidebar contains two steps: '1 Confirm Entire Order' (highlighted with a red box) and '2 Review Order Confirmation'. A blue box around step 1 contains the text: 'Review the order confirmation and click Submit. Your order confirmation is sent to Shell'. The main area shows a dropdown menu with 'Create Order Confirmation' selected, and 'Confirm Entire Order' highlighted with a red box and a red circle '1'. Below this is the 'Order Confirmation Header' section with fields for 'Confirmation #', 'Associated Purchase Order #', 'Customer', and 'Supplier Reference'. A yellow warning message states: 'Royal Dutch Shell plc - TEST requires that you fully confirm line items before you can add them to ship notices, service sheets, or invoices. If you change or reject a line item, it cannot be added to another document.' A red circle '2' is placed over the 'Confirmation #' field. A blue box with an arrow pointing to this field contains the text: 'Enter Confirmation Number which is any number you use to identify the order confirmation, must be alphanumeric - upper case letters only, no special characters allowed.' At the top right, there are 'Exit' and 'Next' buttons. A red box with an arrow pointing to the 'Next' button contains the text: 'Click Next when completed, Review and Submit'. At the bottom, there is a 'SHIPPING AND TAX INFORMATION' section with fields for 'Est. Tax Cost' and 'Comments'. A blue box with an arrow pointing to the 'Est. Tax Cost' field contains the text: 'No need to post Est. Tax cost on Order Confirmation. This will not be reflected to Shell'. A green box at the bottom right contains the text: 'Once the order confirmation is submitted, the Order Status will display as Confirmed. When viewing documents online, links to all related documents are displayed. Click Done to return to the Inbox.'

Note: Order confirmations are required before suppliers can create an ASN or Invoice.

Trouble With Your OC?

Create Order Confirmation

Update Line Items – when price, delivery date and quantity is required

Order Confirmation Header

Confirmation #: 1 Fill in your confirmation number.

Associated Purchase Order #: 4525037301
 Customer: Royal Dutch Shell plc
 Supplier Reference:

SHIPPING AND TAX INFORMATION

Enter shipping and tax information at the line item level.

Est. Shipping Cost:
 Est. Tax Cost:
 Comments:

Create Order Confirmation

- Confirm Entire Order
- Update Line Items history
- Reject Entire Order

Select Update Line Items, to set the status of each line

Line Items

Line #	Part #	Revision Level	Qty (Unit)	Need By
100	Not Available		1.0 (EA) ⓘ	30 Mar 2018

Description: Schedule Lines

Current Order Status: 1 Unconfirmed

Confirm:

Reject All ⓘ 2 Reject All - Shell only allows full rejection of a line item. Enter a reason why these items are rejected in the Comments field by clicking the reject all button.

Confirm Based on Schedule Lines

1. Fill in the number of items to be confirmed. *Quantity confirmed cannot be less than originally ordered Shell. Quantity can be increased. If quantity needs to be reduced, contact your Shell Purchasing Agent*

2. If you wish to change the details of the PO, click DETAILS.

Details ⓘ

Note: Orders should be rejected ONLY when completely incorrect, adjustments in price or increase in quantity should be done via order confirmation.

Confirm Order

Update Line Items – Price Change

1 **Line Items**

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal
100	Not Available	900002536		100.0 (EA) ⓘ	31 May 2018	£4.59 GBP	£459.00 GBP

Description: PROMOTIONAL ITEMS & GIFTS

▶ Schedule Lines

Current Order Status

100.0 Unconfirmed

Confirm:

Details ⓘ

Reject All ⓘ

Confirm Based on Schedule Lines

1. Enter the quantity in the Confirm data entry field.

Quantity confirmed cannot be less than originally ordered Shell. Quantity can be increased. If quantity needs to be reduced, contact your Shell Purchasing Agent

Click Details to enter the details regarding the quantity change

!!!If quantity reduction is required contact your Shell buyer, find contact details on PO!!!

Note: Quantity confirmed cannot be less than originally ordered by the customer. Quantity can be increased.

2

Line #	Part #	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
100	Not Available	900002536	100.0	EA ⓘ	31 May 2018		£4.59 GBP	£459.00 GBP	G9A1

Description: PROMOTIONAL ITEMS & GIFTS

New Order Status: 100 Confirmed

Est. Delivery Date: 31 May 2018

Unit Price:

Price Unit Quantity:

Unit Conversion:

Price Unit: EA ⓘ

Supplier Part: Not Available

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Supplier Batch ID:

Description: PROMOTIONAL ITEMS & GIFTS

Pricing Description:

Subtotal: ⓘ £459.00 GBP

Fill the new price in the Unit Price.

Click OK when done.

OK Cancel

Confirm Order

Update Line Items – Quantity Change

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal
100	Not Available	900002536		100.0 (EA) ⓘ	31 May 2018	£4.59 GBP	£459.00 GBP

Description: PROMOTIONAL ITEMS & GIFTS

▶ Schedule Lines

Current Order Status

100.0 Unconfirmed

Confirm:

Details ⓘ

Reject All ⓘ

Confirm Based on Schedule Lines

1. Enter the quantity in the Confirm data entry field.

Quantity confirmed cannot be less than originally ordered Shell. Quantity can be increased. If quantity needs to be reduced, contact your Shell Purchasing Agent

Click Details to enter the details regarding the quantity change

!!If quantity reduction is required contact your Shell buyer, find contact details on PO!!

Note: Quantity confirmed cannot be less than originally ordered by the customer. Quantity can be increased.

40.0 Unconfirmed

Confirm:

Reject All ⓘ

Quantity confirmed cannot be less than originally ordered Shell. Quantity can be increased. If quantity needs to be reduced, contact your Shell Purchasing Agent

! The quantity you entered is outside the range allowed by the buyer. Enter a quantity equal to or greater than 40.00.

Create Order Confirmation

Update Line Items – Planned Service

1

Select Update Line Items, to set the status of each line

2

Order Confirmation Header

Confirmation #:

Associated Purchase Order #: 4525036787

Customer: Royal Dutch Shell plc

Supplier Reference:

Fill in the requested information (the same as for Confirm All option)

SHIPPING AND TAX INFORMATION

Enter tax information at the line item level

Est. Tax Cost:

Comments:

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price	Subtotal	Customer Location
10	Not Available				31 Dec 2019			
	Available				2019			

Description: TEST PLANNED

3

Confirm – you are able to confirm the child line item. Click Details to update Est. Completion Date

Schedule Lines

Confirm

Reject - Please specify a reason:

(Estimated Completion Date: 31 Dec 2019 - defaulted from Requested order)

4

Line No.	Part No.	Customer Part No.	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location
10	Not Available		1.0	ACT	31 Dec 2019		£1,000.00 GBP	£1,000.00 GBP	GB01

Description: TEST PLANNED

New Order Status: 1.0 Confirmed

Est. Completion Date: *

Enter estimated completion date

Create Order Confirmation

Update Line Items – Unplanned Service

1

2

3

Create Order Confirmation ▼

Confirm Entire Order

Update Line Items

Reject Entire Order

Select Update Line Items, to set the status of each line

Fill in the requested information (the same as for Confirm All option)

Confirm - You are able to confirm the child line item. Click Details to update delivery date, and unit price

Order Confirmation Header

Confirmation #:

Associated Purchase Order #: 4525036787

Customer: Royal Dutch Shell plc

Supplier Reference:

SHIPPING AND TAX INFORMATION

Enter tax information at the line item level.

Est. Tax Cost:

Comments:

Line Items

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By	Unit Price
100	Not Available			1.0 (ACT)	4 Apr 2018	650.00 EUR

Description: E6409A Plaatsen steekflenzen

▶ Schedule Lines

Unconfirm

Confirm

Reject - Please specify a reason:

Est. Completion Date:

Unit Price: 4.73 EUR

Price Unit Quantity: *

Unit Conversion: *

Price Unit: * HUR ⓘ

Supplier Part:

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Comments:

Description: 7 - Srvs phy perf(9-2-c)

Pricing Description:

Subtotal: ⓘ 3,784.00 EUR

Confirm Order

Update Line Items – Reject line item

1

Create Order Confirmation ▾ Create Ship Notice Create

Confirm Entire Order

Update Line Items History

Reject Entire Order

Select Update Line Items, to set the status of each line

!!If quantity reduction is required contact your Shell buyer, find contact details on PO!!

2

Line #	Part #	Customer Part #	Revision Level	Qty (Unit)	Need By
100	Not Available	900003430		40.0 (EA) ⓘ	5 Apr 2018

Description: 900003430 - NOT AVAILABLE

► Schedule Lines

Current Order Status

40.0 Unconfirmed

Confirm:

Reject All ⓘ

Details ⓘ

Confirm Based on Schedule Lines

Click the Reject All link

Note: Shell does not allow for partial quantity rejection. Only full rejection of a line item.

3

Line #	Part #	Customer Part #	Qty	Unit
100	Not Available	900003430	40.0	EA ⓘ

Description: 900003430 - NOT AVAILABLE

New Order Status: 40.0 Rejected

Enter the reason for rejections in the comments section.

Comments:

Confirm Order

Update Line Items

1. **Continue** to update the status for each line item on the purchase order. Once finished, click Next to proceed to the review page.
2. **Review** the order confirmation and click Submit. Your order confirmation is sent to Shell.
3. **The Order Status will display** as Partially Confirmed if items were backordered or not fully confirmed.
4. **Generate** another order confirmation to set them to confirmed if needed.
5. **Click Done** to return to the Inbox.

Purchase Order: 20150415_PO2

[Create Order Confirmation](#) |
 [Create Ship Notice](#) |
 [Create Invoice](#) |
 Hide | Print |
 [Download PDF](#) |
 [Export cXML](#) |
 [Download CSV](#) |
 [Resend](#)

Order Detail | Order History

From: Sandbox Buyer - Test Radlicka 15000 Praha Czech Republic	To: Ariba_TestSupplier - TEST Radlicka 3201/14 150 00 Praha 5 Czech Republic Phone: Fax: Email: klaus.puschel@sap.com
---	---

3

Done

Purchase Order
 (Partially Confirmed)
 20150415_PO2
 Amount: 295.00 EUR

Routing Status: Acknowledged
 Related Documents: [312](#)

Deliver To

Create Order Confirmation

Reject Entire Order

1

From the PO view, click the Create Order Confirmation button and select to Confirm Entire Order, Update Line Items for individual line items or Reject Entire Order

2

Note: Orders should be rejected **ONLY** when completely incorrect, adjustments in price or quantity should be done via order confirmation.

!!Contact your buyer to further discuss, contact details visible on the PO!!

REJECT ENTIRE ORDER

Order Confirmation Number:
Confirmation #:

Comments:

Reject Order Cancel

Enter a reason for rejecting the order in case your buyer requires

SECTION 3 – Advance Ship Notice



Before you Start Creating Ship Notice



Creating Ship Notices from PO



Creating Ship Notices against multiple POs



Potential Errors

Note: If notified by Shell, a vendor is expected to create an ASN for all material purchases.

Before you Start Creating Ship Notice

Vendors can create ship notices to keep Shell informed about when they can expect to receive the items they ordered from your company.

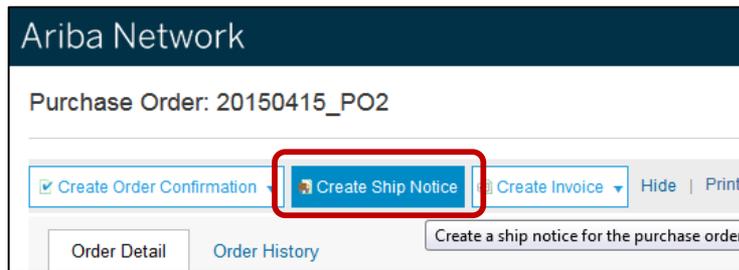
- Create Ship Notices when:
 - Shipment is scheduled;
 - Item is shipped (if different from the scheduled delivery).
- Multiple Ship notices per PO item might be sent.
- Ensure you know the PO number/item related to the shipment.
- Select the most recent version of the purchase order.

Orders and Releases (5)						
Type	Order Number	Ver	Customer	Inquiries	Ship To Address	
 Order	4513216858 	4	Royal Dutch Shell plc - TEST		Shell Offshore Inc., Mars - Central Receiving Morgan City, LA United States	

A. Creating Ship Notices from PO

A. Create Ship Notice - Header

1. From the home screen navigate to the “Inbox” and expand the “search filters” section to search for the Purchase Order.
2. Enter Purchase “Order number” and select “exact number” radio button. Click “Search”
3. Select the latest version of the PO.



4. Select “Create Ship Notice”.
5. Check if “Ship From” information is correct. If changes are needed, edit this section by clicking on “Update Address”. Any field with an asterisk is required.
6. Check if “Deliver to” address information is correct.

SHIP FROM	DELIVER TO
ABC INC INDEPENDENCE , LA United States	Shell Offshore Inc., Ursa - Central Receiving Morgan City , LA United States
Update Address	Update Address

A. Create Ship Notice - Header

7. Fill out the requested information on the “Ship Notice Header” section. The “Packing Slip ID” is any number, preferably a unique one, you use to identify the Advanced Ship Notice (ASN).
8. Please complete both “Shipping date” and “Delivery date” either for Estimated or Actual shipments.
9. Choose Carrier Name and then Tracking # and Shipping Method will appear. Gross Volume and Gross Weight are optional fields. Shipping Instructions can be used to communicate information to Shell (or the Carrier if they are integrated).

▼ Ship Notice Header

<p>SHIPPING</p> <p>Packing Slip ID:* <input type="text" value="ABC345"/></p> <p>Invoice No.: <input type="text"/></p> <p>Requested Delivery Date: --</p> <p>Ship Notice Type: <input type="text" value="Select"/></p> <p>Shipping Date:* <input type="text" value="27 Dec 2018"/></p> <p>Delivery Date:* <input type="text"/></p> <p>Hazard Type: <input type="text" value="Select"/></p> <p>Code: <input type="text"/></p> <p>Is Divisible: <input type="checkbox"/></p> <p>► Dimensions</p> <p>▼ DELIVERY AND TRANSPORT INFORMATION</p> <p>Delivery Terms:* <input type="text" value="Transport Condition"/></p> <p>Delivery Terms Description: <input type="text"/></p> <p>Transport Terms Description: <input type="text"/></p>	<p>TRACKING</p> <p>Carrier Name: <input type="text" value="US Postal Service"/></p> <p>Tracking No.: <input type="text"/></p> <p>Bill of Lading No.: <input type="text"/></p> <p>Tracking Date: <input type="text"/></p> <p>Shipping Method: <input type="text" value="(no value)"/></p> <p>Service Level: <input type="text"/></p> <p>Shipping Payment Method:* <input type="text" value="Prepaid By Seller"/></p> <p>Shipping Contract Number: <input type="text"/></p> <p>Shipping Instructions: <input type="text"/></p>
--	---

A. Create Ship Notice – Order Items

1. Scroll down to view line item information and update the quantity shipped for each line item.
2. To exclude a PO line item from the Ship Notice, click the “Remove” link to the right of that line item. This removes the item from the current ship notice but not from the Purchase Order. The item will remain available for future ship notices

Order Items

Order #	Line #	Part #	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location	
4513268252	10	Not Available	1002466989	5.0	EA ⓘ	5 Oct 2018		\$40.00 USD	\$200.00 USD	U104	Remove

Description: PROCESS 4 SP19

Shipment Status
Total Item Due Quantity: 0 EA ⓘ

Confirmation Status
Total Confirmed Quantity: 5.0 EA ⓘ Total Backordered Quantity: 0 EA ⓘ

Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	
1	5	<input type="text"/>	<input type="text"/>	<input type="text"/>	Add Details

[Add Ship Notice Line](#)

↳ [Add Order Line Item](#) [Manage Serial Numbers](#) ▼

A. Create Ship Notice – Order Items

- If you need to add shipping information on line item level, click “Add Details” to the right of the line item to expand the ship notice line details section

Order Items

Order #	Line #	Part #	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Customer Location	
4513268252	10	Not Available	1002466989	5.0	EA ⓘ	5 Oct 2018		\$40.00 USD	\$200.00 USD	U104	Remove

Description: PROCESS 4 SP19

Shipment Status
Total Item Due Quantity: 0 EA ⓘ

Confirmation Status
Total Confirmed Quantity: 5.0 EA ⓘ Total Backordered Quantity: 0 EA ⓘ

Line	Ship Qty	Supplier Batch ID	Production Date	Expiry Date	
1	<input type="text" value="5"/>	<input type="text"/>	<input type="text" value=""/>	<input type="text" value=""/>	Add Details

[Add Ship Notice Line](#)

[Add Order Line Item](#) [Manage Serial Numbers](#) ▾

- Within the details section, if applicable, enter Hazard Details by selecting a hazardous materials type from the dropdown menu, and enter the HAZMAT code if known.

▼ HAZARD DETAILS

Hazard Type: ✓

Code:

Hazard Description:

▼ DELIVERY DETAILS

Delivery Terms: ▾

Description:

Shipping Payment Method: ▾

Incoterms: ▾

Incoterms Description:

Transport Cargo: ▾

► PACKAGING

A. Create Ship Notice – Order Items

- Also, within the section please provide the shipping package details. This is used by Shell with scheduling and identifying the freight when it arrives at the warehouse. Provide Type Code to designate packaging/handling unit type (e.g. pallet, container), enter Package Tracking ID (ex. PALLET43784) for a unique identifier for the package. Dimensions, and Unit Gross Weight (weight of the packaged goods) can also be entered if available.

Package 1

Package Details

Description:

Description Code:

Level Code:

Type Code:

Identifier Code:

Container Serial Code:

Container Serial Reference:

Global Individual Asset ID:

Returnable Package ID:

Tracking ID:

Shipping Mark:

Dimensions

Length: Unit:

Width: Unit:

Height: Unit:

Weight: Unit:

Volume: Unit:

Gross Volume: Unit:

Gross Weight: Unit:

Unit Gross Weight: Unit:

Unit Net Weight: Unit:

Stack Height: Unit:

Quantities

Ordered Quantity: 100.0 Unit: EA

Dispatch Quantity: Unit:

Free Goods Quantity: Unit:

Quantity Variance Note:

- Click “Ok” to close the details section and “Next” to proceed to review your Ship Notice.

A. Submit Ship Notice

1. After reviewing your Ship Notice, click Submit to send Ship Notice to Shell. Ship Notices provide improved communications to help avoid unnecessary calls for material status and tracking.

Previous Save **Submit** Exit

DELIVER TO

Shell Oil Company

Contact Shell Focal for further instructions
Houston , TX 77230
United States

2. After submitting your Ship Notice, the Order Status will be updated to “Shipped”. Submitted Ship Notices can be viewed from Outbox tab or by clicking the link under the Related Documents from the PO View.
3. Click Done to return to the Home page

Done

Purchase Order
(Shipped)
4513267578
Amount: \$53.50 USD
Version: 1

Routing Status: Acknowledged
Related Documents: ABC345

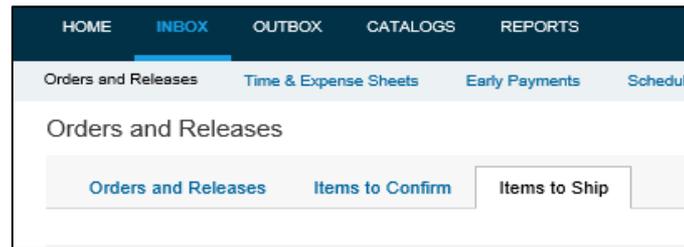
B. Creating Ship Notices against multiple POs

B. Selecting the information to create the Ship Notice

Suppliers often need to create shipments of items their buyers want by specific dates, sometimes grouping items into the same shipment that were ordered through different purchase orders. Suppliers can create shipments based on dates due, and can create ship notices from multiple purchase orders.

Selecting the information to create the Ship Notice:

1. Click on “Items to Ship” tab from the “Inbox” menu.



2. In Search Filters, enter the criteria for the items desired. Then click “search”. Items meeting your search criteria appear in the Items to Ship list.

A screenshot of the SAP Search Filters form. The form is divided into two main sections. The left section contains various search criteria fields: Customer (set to 'All Customers'), Part #, Customer Part #, Supplier Batch ID, Customer Location, Planner Code, Product Group (set to 'Line Of Business'), Category (set to 'All'), and Ordering Address Id. Each field has a 'Look Up' button next to it. The right section contains: Order Number, Show orders by (radio buttons for 'Need by date' and 'Ship by date'), Date Range (set to 'Other'), Start Date (19 Nov 2018), End Date (27 Dec 2018), and View options (radio buttons for 'Only items that can be shipped', 'All items with due shipping quantity', 'All items', 'Only fully shipped items', and 'View by PO priority'). At the bottom right, there is a 'Number of Results' dropdown set to '500' and a blue 'Search' button, which is highlighted with a red rectangle.

B. Selecting the information to create the Ship Notice

3. Choose every item you want to include in the ship notice, and then click Create Ship Notice.

Items to Ship (5)							
Need By ↑	Part #	Customer Part #	Description	Revision Level	Order Number	Item	Schedule Line #
▼ Ship To: Shell Offshore Inc., Ursa - Central Receiving 1750 Youngs Road, St Mary , Morgan City , LA , 70380-2947 , United States (1)							
<input checked="" type="checkbox"/>	1 Dec 2018	Not Available	1002490293	SC 1A	4513319667	10	1
▼ Ship To: Shell Offshore Inc., Ursa - Central Receiving 1750 Youngs Road, St Mary , Morgan City , LA , 70380 , United States (4)							
<input checked="" type="checkbox"/>	25 Nov 2018	Not Available	1002467039	ITC_MAC5	4513267989	10	1
<input type="checkbox"/>	25 Nov 2018	Not Available	1002467039	ITC_MAC5	4513268023	10	1
<input type="checkbox"/>	29 Nov 2018	Not Available	1002467038	ITC_MAC4	4513267989	20	1
<input type="checkbox"/>	29 Nov 2018	Not Available	1002467038	ITC_MAC4	4513268023	20	1
<input type="button" value="Create Ship Notice"/>							

4. Follow the same steps detailed in section A of this document and submit.

Potential Errors

1. If the order contains advanced pricing details, Ariba Network shows the pricing details for the line items when you create ship notices.
2. If the customer flagged an item as completed on the order, the following warning appears for the item: **The buyer has marked this as Completed.** **This warning does not prevent you from submitting the ship notice.**
3. Generate and submit the shipping notice **before** submitting any invoices.
4. Ensure the receiving of the goods receipt copy on the Ariba portal **before** initiating invoice creation to avoid pricing discrepancies.
5. In case, a shipping notice has been previously generated and the purchase order is updated, **create a new order confirmation** for the updated version of the purchase order, followed by generating another shipping notice.

SECTION 4: Invoice Methods



General Information



Shell's invoice Requirements

Enter TAX/VAT

Remittance information

Adding additional charges



Determine PO Type



How do I know which type of PO I have?



Invoice Methods



Material PO

Service PO (without SES)

Service PO (with SES)



Invoice Management



Search for Invoice

Check Invoice Status

Invoice History

Modifying Invoices

Invoice Reports

Invoice Archival

Shell Invoice Requirements

1. Supplier is required to submit **order confirmation before** submitting an invoice for material orders. Goods Receipt is not required before submitting an invoice.

Note: This does not apply for legacy POs (POs sent before go-live in Ariba Network).

2. Suppliers are **not allowed to issue one invoice for both material and service**, nor put multiple POs on one invoice.
3. Suppliers are **not allowed to issue new invoice under the same invoice number**.
4. Suppliers are **not allowed to put both debit and credit line items** on the same invoice.
5. There is **no restriction on the number of invoices** that can be linked to a particular PO.
6. PO invoices and Non-PO invoices can contain a maximum equivalent to the **lesser of: 3,000 line items** or a file size of 4 MB. Attachments to a single PO and/or Invoice cannot exceed 10 MB.
7. Only in case the data sent by supplier is **digitally signed by Trustweaver** it is considered an invoice. In case the invoice failed at supplier site, it is the responsibility of the supplier to follow up.
9. The supplier is expected to include a **bank account number** in the invoice.
10. Supplier **cannot add lines to an invoice** that do not map to a line on the PO.
11. ERS Suppliers only are required to submit **service entry sheet**. Supportive documents (e.g. Timesheets) need to be attached.

General Invoicing Information

TAX/VAT and Commercial Identifier



Enter **TAX/VAT ID** and **Commercial Identifier** (*corporate identity number, company registration number, registration number with your country's Commercial Registry*) information in company profile to ensure this is automatically populated on the invoice screen.

Click on the Company Settings drop down>Company Profile>Business Tab

VAT/Tax ID – VAT registration is mandatory in EU and Canada only, if no VAT registration Tax ID (PIT or CIT) must be provided.

General Invoicing Information

Remittance Information



Enter Remittance
information on your
account.

Click on the Company
Settings drop
down>Remittances>
EFT/Check Remittances>
Create

5

Select Preferred Payment Method from a drop-down box: ACH (USA only), Check, Credit card, Credit transfer, Direct Deposit or Wire. (If ACH is chosen, fill the ACH fields. If any of the other choices are made fill the Wire transfer fields below)

Complete the details for ACH or Wire transfers. (*do not use spaces and special characters in the bank account numbers*)

General Invoicing Information

Adding additional charges



Suppliers are allowed to **add (taxable) shipping costs at header level** of the invoice and can in this field add any additional costs to the invoice even though the cost may not be related to delivery.

Note: tax needs to be added at header level when using shipping costs in case this extra cost is taxable.

The screenshot shows the SAP Invoicing interface. On the left, the 'Supplier VAT' section is highlighted with a red circle '1'. Below it, the 'Add to Header' dropdown menu is open, with 'Shipping Cost' highlighted by a red box. On the right, the 'Shipping' section is highlighted with a red circle '2'. It shows 'Header level shipping' selected, 'Ship From' as 'INDEPENDENCE, LA United States', and 'Ship To' as 'Houston, TX United States'. The 'Shipping Cost' section has a 'Shipping Amount' field highlighted by a red box. A blue box with an arrow points to this field with the text 'Add the amount to the Shipping Amount field.' The 'Shipping Date' field is also visible.

Freight-only invoice must be provided in paper/pdf. If no PO limit available, supplier must contact the Buyer/Shell contact.

Payment terms (UK suppliers only)

- Suppliers based in the UK will find below field is required when invoicing

Payment Term

Discount or Penalty Term(days): 60 Percentage(%): 0.000

Discount Information: ⓘ

Penalty Information: ⓘ

- The supplier shall fill the fields with 0 to be able to proceed with invoicing.

General Invoicing Information

Norway Specific



KID Reference Number (Norwegian suppliers only)

- Suppliers based in Norway will find Payment Note field is required when invoicing. Payment Note field is designed for KID Reference Number that is applicable to Suppliers using Giro Payment Method.
- Suppliers should populate their KID Reference number in the below field:

Additional Fields

Information Only. No action is required from the customer.

Supplier Account ID #:	<input type="text"/>	Service Start Date:	<input type="text"/>
Customer Reference:	<input type="text"/>	Service End Date:	<input type="text"/>
Supplier Reference:	<input type="text"/>		
Payment Note:*	<input type="text"/>		

Additional Singapore Specific Fields (Singaporean suppliers only)

Suppliers based in Singapore are required to declare their GST ID in their Ariba Network profile if they are registered for Goods and Services Tax (GST). Field labels on invoices are different depending on whether or not a supplier is registered for GST

- Go to Company Profile > Basic tab > Additional Company Adressess > Click Create > Configure Supplier Addresses Served by this Account and tick Set Up Legal Profile (see [Registration guide](#) p. 22 for step by step instructions)
- Suppliers will be also **required** to populate the below Additional Singapore Specific Fields when creating an invoice.
 - **Supplier GST ID:** the Singapore GST registration number of the supplier. This is in the Company Profile and appears by default in the invoice creation pages and on the invoice PDF.
 - **Supplier Commercial Identifier:** Unique Entity Number (UEN)
- **Not mandatory fields:**
 - **Type of Supply:** Indicate the mode of transaction between buyer and supplier for an invoice. For example, Cash Sale, Credit Sale, Hire Purchase, Loan etc.
 - **Tax Invoice Number:** This label is added at the top of the invoice creation summary page and on the invoice PDF.

Additional Singapore Specific Fields			
Supplier GST ID:	<input type="text"/>	Customer GST ID:	<input type="text"/>
Type of Supply:	<input type="text"/>		
Tax Invoice Number:	<input type="text"/>		

Shell Purchase Orders

Type of POs - Definition



Material POs:

Line Items Show Item Details

Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal	
10	Not Available	1000624077	Material			6.0 (EA) ⓘ	2018-09-13T12:00:00+02:00	34.66 EUR	207.96 EUR	Details

Description: **Material description**

Planned Service PO:

POs will have a sub line including the service master Show Item Details

Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal	
▼ 100	Not Available		Service				2018-02-28T12:00:00+01:00		17,268.04 EUR	Details
	100.10	5096265	Service			17,268.04 (ACT) ⓘ		1.00 EUR	17,268.04 EUR	Details

Description: **PO will have a sub line including the service master ex. 100.10**

Type = Service

Unplanned Service PO:

Line Items Show Item Details

Line #	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal	
100	Not Available		Service			1.0 (ACT) ⓘ	2018-03-07T12:00:00+01:00	4,920.82 EUR	4,920.82 EUR	Details
200	Not Available		Service			1.0 (ACT) ⓘ	2018-03-15T12:00:00+01:00	36.60 EUR	36.60 EUR	Details

Description: **PO will only have one line, NO sub line.**

Type = Service

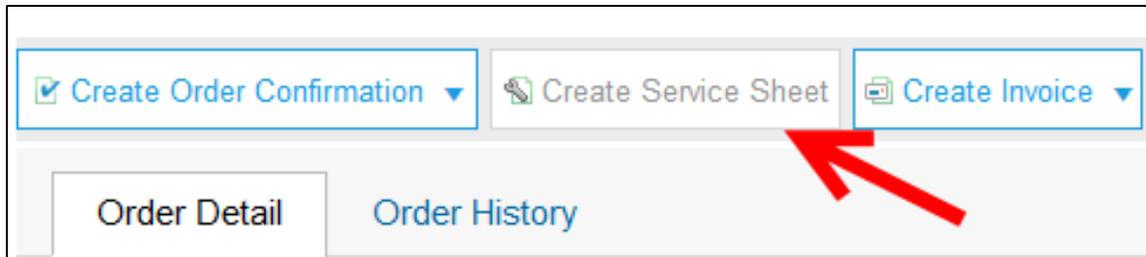
Shell Purchase Orders

Determine if Service Entry Sheet or Not



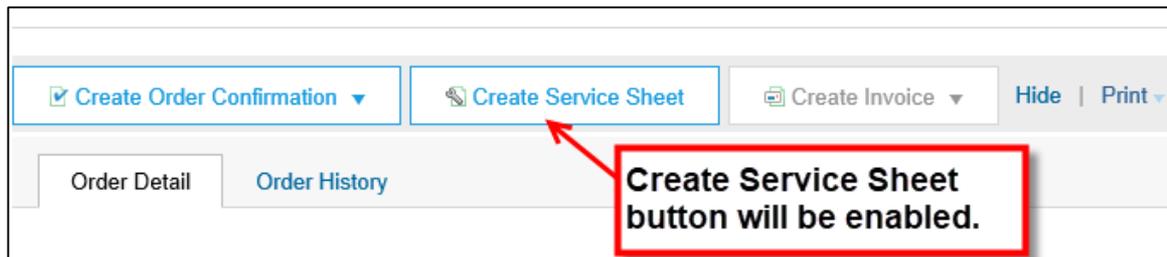
No Service Entry:

- The **Create Service Sheet** button will be disabled and only the **Create Invoice** button will be available on the top and bottom of your PO.



Service Entry Sheet creation needed:

- The **Create Service Sheet** button will be enabled and the **Create Invoice** button will be disabled.



Shell Purchase Orders

ERS (Evaluated Receipt Settlement)



ERS (Evaluated Receipt Settlement):

- Suppliers will not be required to submit an invoice via Ariba. The warning above the Line item on the PO means that this PO is self billed by Shell based on Service Entry created in Ariba by the supplier.

Invoicing is not possible for one or more line items. Click on the line item's warning icon to find out why.

Line Items

[Show Item Details](#)

Line #	Change	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal	
100		Not Available		Service Invoicing not possible			1.0 (ACT) 	2017-12-31T12:00:00+01:00	174.51 EUR	174.51 EUR	Details
		Bolts & Nuts		Service			1.0 (ACT)	2018-06-	800.03	800.03	Details

You can't create invoices for items that are flagged for evaluated receipt settlement (ERS).

Line #	Change	Part #	Customer Part #	Type	Return	Revision Level
100		Not Available		Service Invoicing not possible		

Description: [Click to see full description](#)

Status
1.0 Unconfirmed

Control Keys
Ship Notice: not allowed
Invoice: is ERS

This can be viewed by checking details for the line item in the section Control Keys.

Line #	Part #	Customer Part #	Type	Return	Revision Level
10	12171945	1000521425	Material		20

Description: [Click to see full description](#)

Status
[Click to see full description](#)

Control Keys
Order Confirmation: allowed
Ship Notice: not allowed
Invoice: is not ERS

If is Not ERS is displayed it means that invoice needs to be created in Ariba by the supplier

Invoicing Step by Step



Material PO



Invoice Material PO



Service PO (without SES)



Invoice Service PO



Planned Service PO (with SES)



SES (Planned)
Invoice from SES



Unplanned Service PO (with SES)



SES (Unplanned)
Invoice from SES

SECTION 4.1: Material PO Invoicing



Create Order confirmation



Create PO Flip Invoice



Review, Save or Submit

Order confirmations are required before suppliers can create an ASN or Invoice.

Invoice via PO Flip

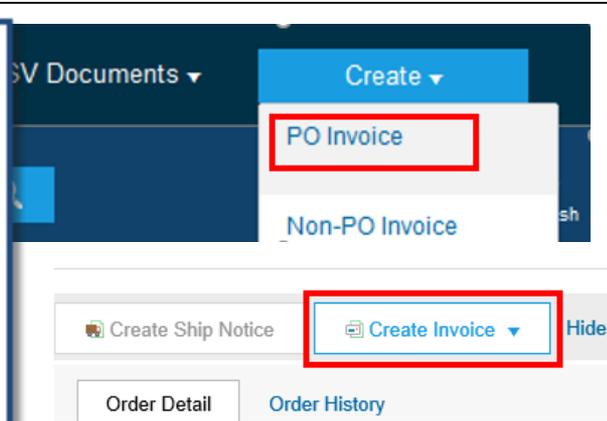
To create a PO-Flip invoice (or an invoice derived from a PO that you received via Ariba Network):

1

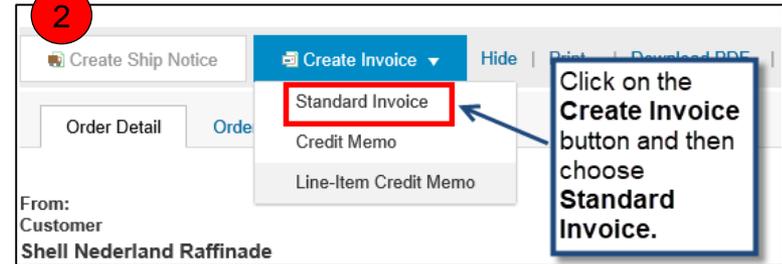
From the home screen within your Ariba Network account, select the **Create** dropdown menu and select **PO Invoice**- For PO Invoice select a PO number

OR

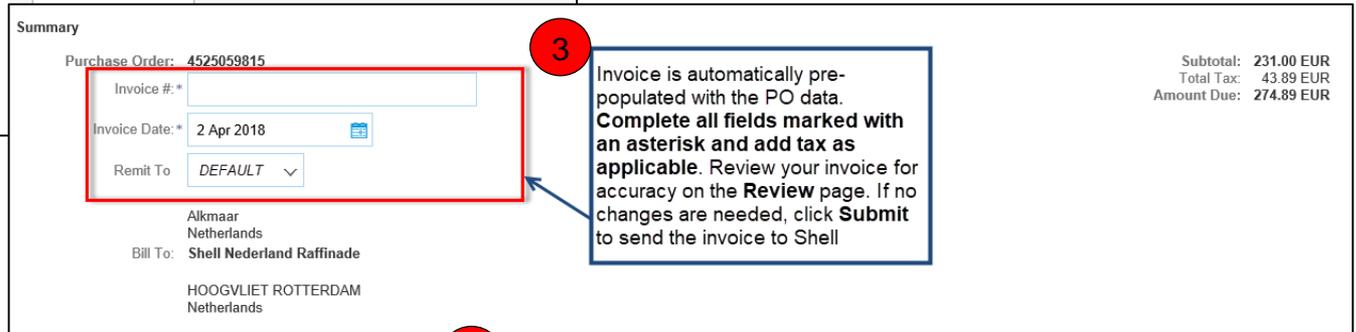
Find your PO in your Inbox and enter the PO and select **Create Invoice** at the top or bottom of the PO.



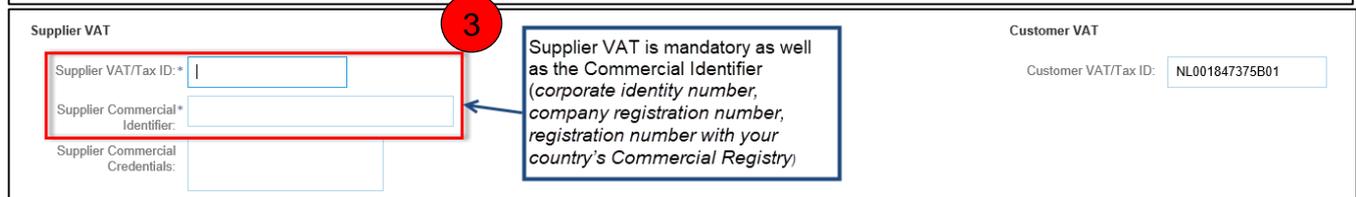
2



3



3



The Ariba Network invoice should be a reflection of the invoice created in your ERP.

Can't Find Your PO?

Invoice via PO Flip Header

Invoice is automatically pre-populated with the PO data. Complete all fields marked with an asterisk.

1 Summary

Purchase Order: 4525050815

Invoice #*:

Invoice Date*: 2 Apr 2018

Remit To:

Alkmaar
Netherlands

Bill To: Shell Nederland Raffinade

HOOGVLIET ROTTERDAM
Netherlands

Subtotal: 231.00 EUR
Total Tax: 43.89 EUR
Amount Due: 274.89 EUR

Enter an Invoice # which is your unique number for invoice identification. *(must be alphanumeric - upper case letters only, no special characters allowed.)*

The Invoice Date will auto-populate.

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

2 Supplier VAT

Supplier VAT/Tax ID*:

Supplier Commercial* Identifier:

Supplier Commercial Credentials:

Customer VAT

Customer VAT/Tax ID:

Supplier VAT is mandatory as well as the Commercial Identifier *(corporate identity number, company registration number, registration number with your country's Commercial Registry)*

Additional Fields

Information Only. No action is required from the customer.

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note*:

Service Start Date:

Service End Date:

Enter KID Reference Number (applicable for Norwegian suppliers only)

Additional Singapore Specific Fields

Supplier GST ID:

Type of Supply:

Tax Invoice Number:

Applicable for Singaporean suppliers only

Invoice via PO Flip Header

4

You can also add some additional information to the Header of the invoice such as: Special Handling, Payment Term, Comment, Attachment (Max 10MB), Shipping Documents and Shipping Cost.

4

Continue to include any supporting documents (as attachments) containing key information like person requesting the service/material, cost center, work order /network order reference, department, etc. As an alternative, if no supporting document is provided, insert additional information into the Comments field of the Ariba e-invoice for such details to reflect in the e-invoice. Provide as much information as possible to guarantee on time invoice processing.

5

Tax

Header level tax ⓘ Line level tax ⓘ

Tax can be entered at either the Header or Line level by selecting the appropriate radio button.

Note: To minimize the size of PDF follow below steps:

- Open original PDF in Microsoft Word
- Resave as PDF with Options
- Optimize for Minimum Size (Publishing Online)
- Press Save

Suppliers are allowed to **add (taxable) shipping costs at header level** of the invoice and can in this field add any additional costs to the invoice even though the cost may not be related to delivery. **Note:** tax needs to be added at header level when using shipping costs in case this extra cost is taxable.

6

Shipping

Header level shipping ⓘ Line level shipping ⓘ

Ship From: INDEPENDENCE, LA United States

Ship To: Houston, TX United States

Delivery To: United States

Shipping Date: [calendar icon]

Shipping Cost

Shipping Amount: [input field]

Add the amount to the Shipping Amount field.

[Adding additional cost click here](#)

Note: Attachments on an invoice cannot exceed 10MB.

Invoice Materials via PO Flip

Line Items

7

Line Items 3 Line Items, 3 Included, 0 Previously Fully Invoiced

No.	Include	Type	Part #	Description	Quantity	Unit	Unit Price	Subtotal
100	<input checked="" type="checkbox"/>	MATERIAL	11387496	...	150	EA	1.29 EUR	193.50 EUR
Pricing Details								
Unit Conversion: 1 Price Unit: EA Price Unit Quantity: 1.0 Description:								
Tax								
No.	Include	Type	Part #	Description	Quantity	Unit	Unit Price	Subtotal
200	<input checked="" type="checkbox"/>	MATERIAL	100025423	...	50	EA	0.27 EUR	13.50 EUR
Pricing Details								
Unit Conversion: 1 Price Unit: EA Price Unit Quantity: 1.0 Description:								
Tax								
No.	Include	Type	Part #	Description	Quantity	Unit	Unit Price	Subtotal
300	<input checked="" type="checkbox"/>	MATERIAL	11387493	...	50	EA	0.48 EUR	24.00 EUR

Review or update Quantity for each line item you are invoicing (points to Quantity field)

Click on the line item's Green slider to exclude it from the invoice, if line item should not be invoiced OR click the checkbox on the left of the item and click Delete to remove the line item from the invoice. You can generate another invoice later to bill for that item (points to Include slider)

Select the line item to which tax is to be applied using the Line Item # checkbox. To apply the same tax to multiple line items select those line items to be taxed at the desired rate (points to Line Item # checkbox)

8

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

To configure additional Tax Options within the Tax Category tool, use the Configure Tax Menu option

Line Item Actions

- Edit
- Add
- Tax**
- Shipping Documents
- Comments
- Attachment

Category: * 19% VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Check Tax Category and use the drop down to select from the displayed options. Click Add to Included Lines

Taxes

- 19% VAT
- Standard Tax Selections
- Sales
- VAT
- GST
- HST
- PST
- QST
- Usage
- Withholding Tax
- Other Tax
- Configure Tax Menu**

Invoice via PO Flip

Additional Tax Options

To configure additional tax options click Configure Tax Menu under the Tax Category drop down. Create new tax categories and as needed.

1. **Select** the **Line Item** to apply different tax rates to each line item.
2. **Click Line Item Actions > Add > Tax.**
Upon **refresh**, the Tax fields will display for each selected line item.
3. **Click Remove** to remove a tax line item, if not necessary.
4. **Select** Category within each line item, then either populate the rate (%) or tax amount and click update.

Tax

Header level tax ⓘ Line level tax ⓘ

Category: * VAT

Location:

Description:

Regime:

Date Of Pre-Payment: ⓘ

Law Reference:

Shipping

Header level shipping ⓘ Line level shipping ⓘ

Standard Tax Selections

- Sales
- VAT
- GST
- HST
- PST
- QST
- Usage
- Withholding Tax
- Other Tax
- Configure Tax Menu

Remove

[View/Edit Addresses](#)

Configure Tax

Tax Category * Rate Tax Description

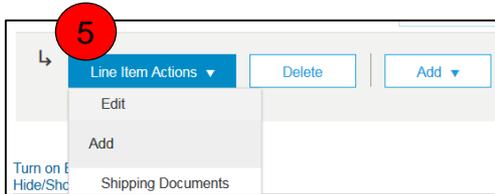
Sales Tax %

|

Invoice via PO Flip

Detail Line Items

5. Additional information can be viewed at the Line Item Level by editing a Line Item.



Line Items 2 Line Items, 2 Included, 0 Previously Invoiced

Insert Line Item Options

Tax Category: Shipping Documents Special Handling Discount Add to Included Lines

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

Create Invoice

[Done](#) [Cancel](#)

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

Quantity: * Part #: GOODS_01
 Unit: EA
 Unit Price: *
 Subtotal: 5.00 EUR

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

Pricing Details

Price Unit: * Price Unit Quantity: *
 Unit Conversion: * Description:

Inspection Date:

Shipping

Ship From: Ariba_TestSupplier - TEST
 Praha 5
 Czech Republic

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

[View/Edit Addresses](#)

Invoice via PO Flip

Line Item Comments

The screenshot shows the SAP Line Item Comments interface. At the top, there are buttons for 'Line Item Actions', 'Delete', and 'Add'. A dropdown menu is open under 'Line Item Actions', showing options like 'Edit', 'Add', 'Shipping Documents', 'Special Handling', 'Pricing Details', 'Discount', 'Allowance', 'Charge', 'Comments', and 'Attachment'. The 'Comments' option is highlighted with a red box. A text box with an arrow pointing to the 'Comments' option says: "To add comments at the line items select **Line Items**, then click at **Line Item Actions > Add > Comments**." Below the dropdown, there are buttons for 'Update', 'Save', 'Exit', and 'Next'. The 'Update' button is highlighted with a red box. A text box with an arrow pointing to the 'Update' button says: "Upon refresh or **Update**, the Comments field will display. Enter applicable Comments in this field." Below the main interface, there is a 'Comments' field with a 'Remove' button.

Having Problems?

Review, Save, or Submit Invoice

PO-Flip Invoice

1. **Review** your invoice for accuracy from the Review page. Scroll down the page to view all line item details and invoice totals.
2. If no changes are needed, click **Submit** to send the invoice to Shell.
3. If changes are needed, click **Previous** to return to previous screens and make corrections before submitting.
4. Alternatively, **Save** your invoice at anytime during invoice creation to work on it later.
5. You may resume working on the invoice by selecting it from **Outbox>Drafts** on your Home page.
6. You can keep draft invoices for up to 7 days.

The screenshot shows the 'Create Invoice' form. At the top right, a navigation bar contains buttons for 'Update', 'Save', 'Exit', and 'Next'. A red circle with the number '4' is positioned over the 'Save' button. Below this, the form title 'Create Invoice' is followed by a red error message: '!Please correct the following errors and resubmit'. The form is divided into sections: 'Invoice Header', 'Summary', and 'Purchase Order'. The 'Summary' section includes fields for 'Purchase Order' (PO80001005), 'Invoice #:*' (empty), 'Invoice* Date:' (22 Apr 2016), and 'Remit To' (333 MAIN ST). A red error message '! Required field' is shown below the 'Invoice #:*' field. The 'Purchase Order' section includes 'Bank Account:' and 'Bill To:'. At the bottom, a navigation menu for 'Ariba Network' is shown with tabs for 'HOME', 'INBOX', 'OUTBOX', 'CATALOGS', 'ENABLEMENT TASKS', and 'REPORTS'. Under 'OUTBOX', there are sub-tabs for 'Invoices', 'Order Confirmations', 'Ship Notices', and 'Drafts'. A red circle with the number '5' is positioned over the 'Drafts' sub-tab.

Note: In the event of errors or missing information, you will be prompted and the errors or missing information will be indicated in red.

SECTION 4.2: Service Invoicing via PO Flip



Create Order confirmation



Planned vs. Unplanned Service PO



Invoice Planned Service PO

Invoice Unplanned Service PO



Review, Save and Submit

The following slides are specific to Service POs only. Please refer back to Section 4.1. Material PO Invoicing for further information on how to PO flip.

Order Confirmation is required prior creating Invoice – please refer back to Section 2 for guidance.

Invoice Services via PO Flip

Determine Planned or Unplanned Service

Determine if your PO is a Planned Service or an Unplanned Service

- Planned service PO will have a sub line including the service master

Line Items								Show Item Details
Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Price	Subtotal	
▼ 100	Not Available		Service		2018-05-03T12:00:00+02:00		900.00 EUR	Details
100.10		5099838	Service	900.0 (ACT) ⓘ		1.00 EUR	900.00 EUR	Details

- Unplanned service PO will only have one line

Line Items								Show Item Details
Line #	Part # / Description	Type	Qty (Unit)	Need By	Price	Subtotal		
100	Not Available	Service	1.0 (ACT) ⓘ	2018-04-10T12:00:00+02:00	3,300.00 EUR	3,300.00 EUR	Details	

[Click here to see
PO Definition](#)

Invoice Services via PO Flip

Invoice Planned or Unplanned PO

Determine which type of PO and follow the link to create Invoice:



Invoice Planned PO



Invoice Unplanned PO

Invoice Planned Services via PO Flip Header

1 Click **Create Invoice** and fill the required fields marked by an asterisk (*)

2 Enter an Invoice # which is your unique number for invoice identification. *(must be alphanumeric - upper case letters only, no special characters allowed.)*

The Invoice Date will auto-populate.

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

Supplier VAT is mandatory as well as the Commercial Identifier *(corporate identity number, company registration number, registration number with your country's Commercial Registry)*

3 Continue to include any supporting documents (as attachments) containing key information like person requesting the service/material, cost center, work order /network order reference, department, etc. As an alternative, if no supporting document is provided, insert additional information into the Comments field of the Ariba e-invoice for such details to reflect in the e-invoice. Provide as much information as possible to guarantee on time invoice processing.

Additional Required Invoice Fields – Country Specific:

Norwegian suppliers: KID Reference Number (Payment Note), see p. 42 of this guide

Singaporean suppliers: GST ID, see p. 43 of this guide

Subtotal: 231.00 EUR
Total Tax: 43.89 EUR
Amount Due: 274.89 EUR

Customer VAT/Tax ID: NL001847375B01

Invoice Planned Services via PO Flip Line Items

4

Add to Header ▾

Planned service

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
100	<input type="checkbox"/>		Not Available	NL, ...					
100.10	<input checked="" type="checkbox"/>	SERVICE		NL, ...	5096265	200	ACT	1.00 EUR	17,268.04 EUR

Service Period

Service Start Date:

Service End Date:

Review or update Quantity for the service you are invoicing. Fill in the start and end date of the service

Fill in Start and End Date of the service provided

Tax

Line Item Actions ▾ Delete

5

Line Items

No.	Include	Type	Part #
100	<input type="checkbox"/>		Not Available
100.10	<input checked="" type="checkbox"/>	SERVICE	

Service Period

Service Start Date:

Tax

Line Item Actions ▾ Edit Delete

Turn on t Hide/Shc

Tax

Shipping Documents

Comments

Attachment

Select the line item to which tax is to be applied using the Line Item # checkbox. To apply the same tax to multiple line items select those line items to be taxed at the desired rate.

6

Category: * 19% VAT

Location:

Description:

Regime:

Percentage of Pre-Payment:

Law Reference:

Taxes

19% VAT

Standard Tax Selections

Sales

VAT

GST

HST

PST

QST

Usage

Withholding Tax

Other Tax

Configure Tax Menu

To configure additional Tax Options within the Tax Category tool, use the Configure Tax Menu option.

After configuring tax Check Tax Category and use the drop down to select from the displayed options. Click Add to Included Lines.

Proceed with invoicing by clicking Next to review invoice.

Invoice Unplanned Services via PO Flip Header

1

Click Create Invoice and fill the required fields marked by an asterisk (*)

From: Customer

Summary

Purchase Order: 4525059815

Invoice #: *

Invoice Date: * 2 Apr 2018

Remit To: DEFAULT

Alkmaar
Netherlands

Bill To: Shell Nederland Raffinade

HOOGVLIET ROTTERDAM
Netherlands

Supplier VAT

Supplier VAT/Tax ID: *

Supplier Commercial Identifier:

Note: You can recognize service POs by type „Service“. Always use the option „Add General Service“ for unplanned POs, selecting anything else will lead to invoice rejection by Shell. Add attachment

Subtotal: 231.00 EUR
Total Tax: 43.89 EUR
Amount Due: 274.89 EUR

Customer VAT
Customer VAT/Tax ID: NL001847375B01

2

Enter an Invoice # which is your unique number for invoice identification. *(must be alphanumeric - upper case letters only, no special characters allowed.)*

The Invoice Date will auto-populate.

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

Supplier VAT is mandatory as well as the Commercial Identifier (corporate identity number, company registration number, registration number with your country's Commercial Registry)

3

Additional Required Invoice Fields – Country Specific:

Norwegian suppliers: KID Reference Number (Payment Note), see p. 42 of this guide

Singaporean suppliers: GST ID, see p. 43 of this guide

Continue to include any supporting documents (as attachments) containing key information like person requesting the service/material, cost center, work order /network order reference, department, etc. As an alternative, if no supporting document is provided, insert additional information into the Comments field of the Ariba e-invoice for such details to reflect in the e-invoice. Provide as much information as possible to guarantee on time invoice processing.

Add to Header

- Shipping Cost
- Shipping Tax
- Shipping Documents
- Additional Reference Document
- Comment
- Attachment

Invoice Unplanned Services via PO Flip Line Items

4

Unplanned service POs will not have a given quantity and unit price - on the line click on Add/Update and choose **Add General Service**

No.	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
100			Not Available		Service					

After configuring tax **Check Tax Category** and use the drop down to select from the displayed options. Click Add to Included Lines.
Proceed with invoicing by clicking **Next** to review invoice.

5

Select the line item to which tax is to be applied using the Line Item # checkbox. To apply the same tax to multiple line items select those line items to be taxed at the desired rate.

Enter the mandatory fields, **Description, Quantity, Unit, Unit Price, Start date and End date of the service.** If the quantity is 1, enter the total invoice amount into the unit price field. Click update to save changes.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE		Service		50	EA	1.00 EUR	50.00 EUR

Invoice Services via PO Flip

Review, Save and Submit

1. **Review** your invoice for accuracy from the Review page. Scroll down the page to view all line item details and invoice totals.
2. If no changes are needed, click **Submit** to send the invoice to Shell.
3. If changes are needed, click **Previous** to return to previous screens and make corrections before submitting.
4. Alternatively, **Save** your invoice at anytime during invoice creation to work on it later.
5. You may resume working on the invoice by selecting it from **Outbox>Drafts** on your Home page.
6. You can keep draft invoices for up to 7 days.

The screenshot shows the 'Create Invoice' form with the following elements:

- Buttons:** 'Update', 'Save', 'Exit', and 'Next'. A red circle with the number '4' is positioned above the 'Save' button.
- Form Header:** 'Create Invoice' with a red error message: '!Please correct the following errors and resubmit'.
- Invoice Header:**
 - Summary:** Purchase Order: PO80001005
 - Invoice #:** A text input field with a red error message below it: '! Required field'.
 - Invoice Date:** 22 Apr 2016
 - Remit To:** 333 MAIN ST
- Navigation:** A dark blue bar at the bottom contains 'Ariba Network' and navigation links: HOME, INBOX, **OUTBOX**, CATALOGS, ENABLEMENT TASKS, and REPORTS. Below this, a light blue bar shows 'Invoices', 'Order Confirmations', 'Ship Notices', and 'Drafts'. A red circle with the number '5' is positioned above the 'Drafts' link.

Note: In the event of errors or missing information, you will be prompted and the errors or missing information will be indicated in red.

SECTION 4.3: Services with Service Entry Sheet creation



Create Order confirmation



General Information for Service Entry

Planned vs. Unplanned Service PO

Account assigned vs. NOT account assigned



Choose Invoice Scenario depending on PO for Service Entry creation



Check Service Sheet Status



Invoice Service Entry Sheet

The following slides are specific to Service POs only. Please refer back to Section 4.1. Material PO Invoicing for further information on how to PO flip.

Order Confirmation is required prior creating Invoice – please refer back to Section 2 for guidance.

Create a Service Entry Sheet

Locate a Service PO

Ariba Collaborative Supply Chain

HOME **INBOX** OUTBOX QUALITY PLANNING CATALOGS REPORTS

Orders and Releases Extended Collaboration Time & Expense Sheets Early Payments Scheduled Payments Remittances More...

Orders and Releases

Orders and Releases Items to Confirm Items to Ship Return Items

Search Filters

Orders and Releases (10)

Type	Order Number	Ver	Customer	Inquiries	Ship To	Settlement	Amount Invoiced	Revision	Actions
Order	4511207450	3	Shell UK		United Kingdom	Invoice	£0.00 GBP	Changed	Actions -
Order	4511207549	1	Shell UK		United Kingdom	Invoice	£0.00 GBP	Original	Actions -
Order	4511207548	1	Shell UK		United Kingdom	Invoice	£0.00 GBP	Original	Actions -
Order	4511207541	2	Shell UK		United Kingdom	Invoice	£0.00 GBP	Changed	Actions -
Order	4511207541	1	Shell UK		United Kingdom	Invoice	£0.00 GBP	Original	Actions -
Order	4511207540	1	Shell UK		United Kingdom	Invoice	£143,350.00 GBP	Original	Actions -
Order	4511207539		Shell UK		United Kingdom	Invoice	£143,350.00 GBP	Original	Actions -
Order	4511207538	1	Shell UK		United Kingdom	Invoice	£143,350.00 GBP	Original	Actions -
Order	4511207537	1	Shell UK		United Kingdom	Invoice	£143,350.00 GBP	Original	Actions -
Order	4511207535	1	Shell UK		United Kingdom	Invoice	£143,350.00 GBP	Original	Actions -

Locate your Service PO within your Inbox.

Note: Utilize the Advanced Search Filters at the top of your inbox to narrow your view to Service POs only by checking the Search Only Service Purchase Orders box and clicking Search.

Search Filters

Customer: All Customers

Order Number:

Partial number Exact number

Buyer Location Code:

Invoice Number:

Show orders by: Creation Date Inquiry Date

Date Range: Other

Start Date: 22 Mar 2017

End Date: 4 Apr 2017

Min. Amount:

Max. Amount:

Order Status: All

View: All except hidden orders

Search only blanket purchase orders

Search only scheduling agreement releases or scheduling agreements

View all active

Search only service purchase orders

Number of Results: 100

Select the radio button next to the desired PO and click **Create Service Sheet** OR click the **Order Number Hyperlink** to view the Service PO

Create a Service Entry Sheet

Service sheet with multiple line items

The Service PO may have more than one line.

A separate Service Entry Sheet needs to be created for each line item.

When selecting Create Service sheet a list of line items will be displayed. Select the line item that you wish to create the Service sheet for and proceed.

Select Item to Create Service Sheet

Line Items

Line #	Part ID / Description
<input type="radio"/> 10	Not Available JUNKBMIK
<input checked="" type="radio"/> 20	Not Available JUNKBMIK

Service Sheet Required.

Note: Continue to include any supporting documents (as attachments) containing key information like person requesting the service/material, cost center, work order /network order reference, department, etc. As an alternative, if no supporting document is provided, insert additional information into the Comments field of the Ariba e-invoice for such details to reflect in the e-invoice. Provide as much information as possible to guarantee on time invoice processing.

Create a Service Entry Sheet

Planned or Unplanned Service

Determine if your PO is a Planned Service or an Unplanned Service

- Planned service PO will have a sub line including the service master

Line Items								Show Item Details
Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Price	Subtotal	
▼ 100	Not Available		Service		2018-05-03T12:00:00+02:00		900.00 EUR	Details
100.10		5099838	Service	900.0 (ACT) ⓘ		1.00 EUR	900.00 EUR	Details

- Unplanned service PO will only have one line

Line Items								Show Item Details
Line #	Part # / Description	Type	Qty (Unit)	Need By	Price	Subtotal		
100	Not Available	Service	1.0 (ACT) ⓘ	2018-04-10T12:00:00+02:00	3,300.00 EUR	3,300.00 EUR	Details	

Click here to see
[PO Definition](#)

Create a Service Entry Sheet

Review Service PO – Check if account assigned

Determine if your PO is account assigned or not.

Account assigned:

Line Items

Line #	Change	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price
▼ 10	→ Edited	Not Available		Service				2018-03-28T12:00:00-05:00	

Description: PlannedWOBasedOrder

Status
 Serviced Amount: \$11.00 USD
 1.0 Unconfirmed

Control Keys
 Order Confirmation: not allowed
 Ship Notice: not allowed
 Invoice: is not ERS

Accounting

GL Account	GeneralLedger	A7220820
Internal Order	InternalOrder	A16_60000320

Subtotal

\$11,900.00 USD Details

\$40,000.00 USD

Open the Service PO and go to the line item and click on DETAILS of the header line of the PO.

If Accounting section is visible this PO has already been account assigned.

Please proceed to Planned or Unplanned Service entry with account assignment.

NOT account assigned:

Line Items

Line #	Change	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price
▼ 10	→ Edited	Not Available		Service				2018-03-28T12:00:00-05:00	

Description: PlannedUnknownOrder

Status
 Serviced Amount: \$10.00 USD
 1.0 Unconfirmed

Control Keys
 Order Confirmation: not allowed
 Ship Notice: not allowed
 Invoice: is not ERS

Schedule Lines

Subtotal

\$11,900.00 USD Details

\$40,000.00 USD

Open the Service PO and go to the line item and click on DETAILS of the header line of the PO.

If NO Accounting fields are displayed proceed to Service Entry for Planned or Unplanned PO **WITHOUT** account assignment.

Create a Service Entry Sheet

ERS (Evaluated Receipt Settlement)



ERS (Evaluated Receipt Settlement):

- Suppliers will not be required to submit an invoice via Ariba. The warning above the Line item on the PO means that this PO is self billed by Shell based on Service Entry created in Ariba by the supplier.

Invoicing is not possible for one or more line items. Click on the line item's warning icon to find out why.

Line Items

[Show Item Details](#)

Line #	Change	Part #	Customer Part #	Type	Return	Revision Level	Qty (Unit)	Need By	Price	Subtotal	
100		Not Available		Service Invoicing not possible			1.0 (ACT) 	2017-12-31T12:00:00+01:00	174.51 EUR	174.51 EUR	Details
		Bolts & Nuts		Service			1.0 (ACT)	2018-06-	800.03	800.03	Details

You can't create invoices for items that are flagged for evaluated receipt settlement (ERS).

Line #	Change	Part #	Customer Part #	Type	Return	Revision Level
100		Not Available		Service Invoicing not possible		

Description: [Click to see full description](#)

Status
1.0 Unconfirmed

Control Keys
Ship Notice: not allowed
Invoice: is ERS

This can be viewed by checking details for the line item in the section Control Keys.

Line #	Part #	Customer Part #	Type	Return	Revision Level
10	12171945	1000521425	Material		20

Description: [Click to see full description](#)

Status
[Click to see full description](#)

Control Keys
Order Confirmation: allowed
Ship Notice: not allowed
Invoice: is not ERS

If is Not ERS is displayed it means that invoice needs to be created in Ariba by the supplier

Create a Service Entry Sheet

Review Service PO – 4 possible scenarios

Determine which type of PO that you have and follow the link to create Service Entry:



Planned PO that IS Account Assigned



Planned PO is NOT Account Assigned



Unplanned PO that IS Account Assigned



Unplanned PO is NOT account assigned

Create a Service Entry Sheet

Create Service Sheet – Planned PO that IS Account Assigned

If PO is account assigned:

Purchase Order: 4513143976

1

Create Order Confirmation **Create Service Sheet** Hide

Order Detail | Order History

After Reviewing that PO is account assigned, Proceed to Create Service Sheet

2

▼ Service Sheet Header * Indica

Summary

Purchase Order: 4513143976

Service Sheet #: *

Service Sheet Date: * 3 Apr 2018 10:21:29 AM

Subtotal: \$11,889.00 USD

Service Start Date: *

Service End Date: *

Additional Fields

Supplier Reference:

From: SHELL_OAT_LAMP_ENVIRONMENTAL_INDUSTRIE
- TEST

11441 FONTANA LANE
INDEPENDENCE, LA 70443
United States

To: Shell Oil Company
P.O. BOX 301445
Houston, TX 77230-1445
United States

Field Contractor: Name:
Email:
Phone: USA 1

Field Engineer: Name:
Email:
Phone: USA 1

Approver: Name:
Email:
Phone: USA 1

Enter Mandatory fields marked with asterisk (*)Service Sheet Number which is any number you use to identify the Service Sheet (suppliers invoice number), it must be alphanumeric - upper case letters only, no special characters

Supplier Reference - insert a brief description of the service or a Job number.

Enter additional fields as requested by your customer, including Contractor Information, Approver (if agreed by the business and you have been provided a User Id by Shell include this in the Approver field. This is requested when agreement is in place between supplier and Shell) etc.

Create a Service Entry Sheet

Create Service Sheet – Planned PO that IS Account Assigned

If PO is account assigned:

1 Add Attachments

2 Continue to include any supporting documents (as attachments) containing key information like person requesting the service/material, cost center, work order /network order reference, department, etc. As an alternative, if no supporting document is provided, insert additional information into the Comments field of the Ariba e-invoice for such details to reflect in the e-invoice. Provide as much information as possible to guarantee on time invoice processing.

3 Adjust the quantity to be included in the Service Entry. The field will display the amount that is left.

4 Toggle the include radio button to include or exclude a line

5 Proceed by clicking the Next button at the bottom of the screen, Review the Service Sheet and Submit.

Service Entry Sheet Lines

Line #	Part # / Description	Item Type	Qty / Unit	Price	Subtotal
10	Not Available PlannedWOBasedOrder TANK CLEANING SVC.\$	Planned	9,989 EA	\$1.00 USD	\$9,989.00 USD

Subtotal: \$1.00 USD

Buttons: Previous, Save, **Submit**, Exit

Buttons: Update, Save, Exit, **Next**

Create a Service Entry Sheet

Review and Submit Service Entry Sheet

Create Service Sheet

Confirm and submit this document.

The **Review Screen** will let you check your Service Sheet for accuracy.

Service Sheet
 TEST123
 Date: 4 Apr 2018
 Purchase Order: 4513143976
 Subtotal: \$20.00 USD
 Service Start Date: 4 Apr 2018
 Service End Date: 4 Apr 2018

Subtotal: \$20.00 USD

From
 SHELL_UAT_LAMP_ENVIRONMENTAL_INDUSTRIES_INC - TEST
 SHELL_UAT_LAMP_ENVIRONMENTAL_INDUSTRIES_INC - TEST
 11441 FONTANA LANE
 INDEPENDENCE, LA 70443
 United States

To
 Shell Oil Company
 Royal Dutch Shell plc - TEST
 P.O. BOX 301445
 Houston, TX 77230-1445
 United States

To submit to your customer, click the **Submit** Button.

Service Entry Sheet Lines

Line #	Type	Service # / Description	Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal	
▼ 10		Not Available PlannedWOBasedOrder		A16_4610057455				
1	Service	31093588 TANK CLEANING SVC,\$	Planned		1 (EA) ⓘ	\$1.00 USD	\$1.00 USD	Details
2	Service	31656632 10 TON TIPPER TRUCK.			1 (HUR) ⓘ	\$2.00 USD	\$2.00 USD	Details
3	Service	31678928 100519-TW - CONTRACTORS 19			1 (HUR) ⓘ	\$12.00 USD	\$12.00 USD	Details
4	Service	31656653 20 KVA DIESEL GENERATOR.	Planned		1 (HUR) ⓘ	\$5.00 USD	\$5.00 USD	Details

Service Entry Summary
 Subtotal: \$20.00 USD

Previous Save Submit Exit

Previous Save Submit Exit

If there are errors, click **Previous** to return to the Create Service Sheet screen.

Create a Service Entry Sheet

Create Service Sheet – Planned PO is NOT Account Assigned

If PO is NOT account assigned:

Purchase Order: 4513143976

1

Create Order Confirmation **Create Service Sheet** Hide

Order Detail Order History

After Reviewing that PO is account assigned, Proceed to Create Service Sheet

2

▼ Service Sheet Header * Indica

Summary

Purchase Order: 4513143976

Subtotal: **\$11,889.00 USD**

Service Sheet #:*

Service Start Date:*

Service Sheet Date:* 3 Apr 2018 10:21:29 AM

Service End Date:*

Additional Fields

Supplier Reference:

To: Shell Oil Company
P.O. BOX 301445
Houston, TX 77230-1445
United States

From: SHELL_OAT_LAMP_ENVIRONMENTAL_INDUSTRIE
- TEST

11441 FONTANA LANE
INDEPENDENCE, LA 70443
United States

Field Contractor: Name:
Email:
Phone: USA 1

Field Engineer: Name:
Email:
Phone: USA 1

Approver: Name:
Email:
Phone: USA 1

Enter Mandatory fields marked with asterisk (*)Service Sheet Number which is any number you use to identify the Service Sheet (suppliers invoice number), it must be alphanumeric - upper case letters only, no special characters

Supplier Reference - insert a brief description of the service or a Job number.

Enter additional fields as requested by your customer, including Contractor Information, Approver (if agreed by the business and you have been provided a User Id by Shell include this in the Approver field. This is requested when agreement is in place between supplier and Shell) etc.

Create a Service Entry Sheet

Create Service Sheet – Planned PO is NOT Account assigned

If PO is NOT account assigned:

3

Add Attachments

Continue to include any supporting documents (as attachments) containing key information like person requesting the service/material, cost center, work order /network order reference, department, etc. As an alternative, if no supporting document is provided, insert additional information into the Comments field of the Ariba e-invoice for such details to reflect in the e-invoice. Provide as much information as possible to guarantee on time invoice processing.

To Account assign PO first go to:
Add >
Add contract/Catalog Item

Add

Add Contract/Catalog Item

Add Unplanned Item

Line #	Part # / Description	Type	Item Type	Qty / Unit	Price	Sub
10	Not Available PlannedUnknownOrder	Service	Planned	9,990 EA	\$1.00 USD	\$9,990.00
	TANK CLEANING SVC,\$					

4

You will be directed to a catalog with your available contracts, the shopping basket will already contain the correct contract when it is a planned service.

5

Go Directly to view the cart and then review cart (if any other items than what is displayed in the basket are added, the Service sheet will get stuck in the ERP, do not select anything else but what is in the cart.

Review Cart

Contract ID: A16_4610057455

Catalog Search by part #, supplier name, or keyword

1 item(s) found

View: [List Icon]

Casing/Tank Cleaning-US99

Supplier: LAMP ENVIRONMENTAL INDUSTRIES INC

Supplier Part #: C4285-A16_4610057455-100010_CompositeItem

Item Category: Service

Line Number: 100010

Outline Agreement Number: 00010

10 TON TIPPER TRUCK.	1 x \$10.00 USD
100519-TW - CONTRACTORS 19	100 x \$12.00 USD
20 KVA DIESEL GENERATOR.	100 x \$12.00 USD
TANK CLEANING SVC,\$	9,990 x \$1.00 USD

Done Cancel

Create a Service Entry Sheet

Create Service Sheet – Planned PO is NOT Account Assigned

If PO is NOT account assigned:

⚠ There are 4 problems that require completion or correction in order to complete your request.
 Mouse over the red icons to learn more. Use the *Next* and *Previous* links to step through the errors as needed. [< Previous](#) | [Next >](#)

6

Create Service Sheet: Edit Items [Add Item](#) [Done](#)

[Show Details](#)

No.	Supplier Part #	Description	Qty	Unit	Price	Amount
10.1		TANK CLEANING SVC,\$	9,990	each	\$1.00 USD	\$9,990.00 USD

Full Description: **You will be prompted by red warning signs that Account assignment needs to be done, the information that is requested will be provided to the supplier by the Shell business contact.**

Supplier Auxiliary Part ID: **Account Assignment must be set.**

Commodity Code: **Account Assignment: *** (no value)

Type: Non-Catalog Item

7

Account Assignment: *

- (no value)
- (no value)
- A (Asset)
- F (Order)
- K (Cost Centre)
- N (Network)
- P (Project)

Select the correct Account assignment from the drop down and input the corresponding value in order to proceed.

After selection of Account assignment sub values need to be filled in. ex. order / network number

- F - Work Order
- K - Cost Centre
- N - Network Order
- P – WBS Element

Create a Service Entry Sheet

Create Service Sheet – Planned PO is NOT Account Assigned

If PO is NOT account assigned:

8

Account Assignment: * K (Cost Centre) ▾

Cost Center: * (no value) ▾

- U16_100066 (LE-7525-3423-1987)
- 20 K U16_101307 (Regional Geol HCC)
- GENERATOR. A16_100010 (SEPCo Stock)
- A16_101012 (BLK Oper Serv - _Oper)
- A16_100054 (LE-4050-3423-1987)

[Search more](#)

Account Assignment: *

Displayed will be the most recently used account / coding numbers.

There is a search function, where the account / coding numbers can be found if not displayed.

If Order is chosen in account assignment, work order needs to be provided.

Account Assignment: * F (Order) ▾

Internal Order: * (no value) ▾

If Cost Centre is chosen in account assignment, Cost Centre needs to be provided.

Account Assignment: * K (Cost Centre) ▾

Cost Center: * (no value) ▾

If Project is chosen in account assignment, Project / WBS needs to be provided.

Account Assignment: * P (Project) ▾

Project/WBS: * (no value) ▾

If Network Order is chosen in account assignment, Project Network and Project Network Activity needs to be provided.

Account Assignment: * N (Network) ▾

Project Network: * (no value) ▾

Project Network Activity: * (no value) ▾

[Click Here to see Serach functionality](#)

Create a Service Entry Sheet

Create Service Sheet – Planned PO is NOT Account Assigned

If PO is NOT account assigned:

9

Choose Value for Cost Center

The search function will default on search for ex. Cost center when Cost Center is chosen in Account Assignment. Enter the value provided by Shell to find the Cost Center.

Cost Center Search

Cost Center	Description	Select
A16_100010	SEPCo Stock	Select
A16_100011		Select
A16_100012		Select
A16_100013		Select
A16_100014		Select
A16_100015		Select
A16_100016		Select
A16_100017		Select
A16_100018		Select
A16_100019		Select
A16_100056	LE-43682-3423-1987	Select
A16_100057	LE-52351-3423-1987	Select
A16_100058	LE-62583-3423-1987	Select
A16_100059	LE-6369-3423-1987	Select

The Search function can be used to search for the account / coding number. Use the drop down to find different search options.

Done

Internal Order Search

Internal Order

A16_21570616	Select
A16_21570617	Select

Internal order, insert Internal order number received by Shell and hit Search

ERP Network ID Search

ID	ERP Network ID	Select
A16_30275026	30275026	Select
D16_21390018	21390018	Select
D16_21505563	21505563	Select

Network order, insert ERP Network ID and search the value received by Shell and hit Search

Project/WBS Search

Project

(no value)

A16_C00AFF1130931200A_2019_Upgrade_Delcotto & Graham

Project, insert Project / WBS and search the value received by Shell and hit Search

10

When Account assignment is complete click DONE to proceed with Service Entry

Add Item Done

Show Details

Price	Amount
\$1.00 USD	\$9,990.00 USD

Less

Create a Service Entry Sheet

Create Service Sheet – Planned PO is NOT Account Assigned

If PO is NOT account assigned:

Phone: USA 1

Add Attachments

Continue to include any supporting documents (as attachments) containing key information like the person requesting the service/material, cost center, work order /network order reference, department, etc. As an alternative, if no supporting document is provided, insert additional information into the Comments field of the Ariba e-invoice for such details to reflect in the e-invoice. Provide as much information as possible to guarantee on time invoice processing.

Adjust the quantity to be included in the Service Entry. The field will display the amount that is left.

11

Line #	Part # / Description	Item Type	Qty / Unit	Price	Subtotal
10	Not Available PlannedWOBasedOrder TANK CLEANING SVC,\$	Planned	9,989 EA	\$1.00 USD	\$9,989.00 USD

Contract # A16_4610057455

SERVICE PERIOD
Start Date: End Date:

12

Toggle the include radio button to include or exclude a line

Line #	Part # / Description	Type
10	Not Available PlannedWOBasedOrder TANK CLEANING SVC,\$	
10	10 TON TIPPER TRUCK	

Excluded line items cannot be modified.

Proceed by clicking the Next button at the bottom of the screen, Review the Service Sheet and Submit.

13

Update Save Exit **Next**

Subtotal: \$1.00 USD

Previous Save **Submit** Exit

Create a Service Entry Sheet

Review and Submit Service Entry Sheet



Create Service Sheet

Confirm and submit this document.

The **Review Screen** will let you check your Service Sheet for accuracy.

Service Sheet
TEST123
Date: 4 Apr 2018
Purchase Order: 4513143976
Subtotal: \$20.00 USD
Service Start Date: 4 Apr 2018
Service End Date: 4 Apr 2018

From
SHELL_UAT_LAMP_ENVIRONMENTAL_INDUSTRIES_INC - TEST
SHELL_UAT_LAMP_ENVIRONMENTAL_INDUSTRIES_INC - TEST
11441 FONTANA LANE
INDEPENDENCE, LA 70443
United States

To
Shell Oil Company
Royal Dutch Shell plc - TEST
P.O. BOX 301445
Houston, TX 77230-1445
United States

Subtotal: \$20.00 USD

Previous Save Submit Exit

To submit to your customer, click the **Submit** Button.

Service Entry Sheet Lines

Line #	Type	Service # / Description	Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal	
▼ 10		Not Available PlannedWOBasedOrder		A16_4610057455				
1	Service	31093588 TANK CLEANING SVC,\$	Planned		1 (EA) ⓘ	\$1.00 USD	\$1.00 USD	Details
2	Service	31656632 10 TON TIPPER TRUCK.			1 (HUR) ⓘ	\$2.00 USD	\$2.00 USD	Details
3	Service	31678928 100519-TW - CONTRACTORS 19			1 (HUR) ⓘ	\$12.00 USD	\$12.00 USD	Details
4	Service	31656653 20 KVA DIESEL GENERATOR.	Planned		1 (HUR) ⓘ	\$5.00 USD	\$5.00 USD	Details

Service Entry Summary
Subtotal: \$20.00 USD

Previous Save Submit Exit

If there are errors, click **Previous** to return to the Create Service Sheet screen.

Create a Service Entry Sheet

Create Service Sheet– Unplanned PO that IS Account Assigned

If PO is account assigned:

Purchase Order: 4513143976

1

Create Order Confirmation
 Create Service Sheet

Order Detail Order History

After Reviewing that PO is account assigned, Proceed to Create Service Sheet

2

▼ Service Sheet Header * Indica

Summary

Purchase Order: 4513143976

Service Sheet #:*

Service Sheet Date:* 3 Apr 2018 10:21:29 AM

Subtotal: \$11,889.00 USD

Service Start Date:*

Service End Date:*

Additional Fields

Supplier Reference:

From: SHELL_OAT_LAMP_ENVIRONMENTAL_INDUSTRIE
- TEST

11441 FONTANA LANE
INDEPENDENCE, LA 70443
United States

To: Shell Oil Company
P.O. BOX 301445
Houston, TX 77230-1445
United States

Field Contractor: Name:
Email:
Phone: USA 1

Field Engineer: Name:
Email:
Phone: USA 1

Approver: Name:
Email:
Phone: USA 1

Enter Mandatory fields marked with asterisk (*)Service Sheet Number which is any number you use to identify the Service Sheet (suppliers invoice number), it must be alphanumeric - upper case letters only, no special characters

Supplier Reference - insert a brief description of the service or a Job number.

Enter additional fields as requested by your customer, including Contractor Information, Approver (if agreed by the business and you have been provided a User Id by Shell include this in the Approver field. This is requested when agreement is in place between supplier and Shell) etc.

Add Attachments

Create a Service Entry Sheet

Create Service Sheet– Unplanned PO that IS Account Assigned

If PO is account assigned:

3

Add Attachments

Continue to include any supporting documents (as attachments) containing key information like person requesting the service/material, cost center, work order /network order reference, department, etc. As an alternative, if no supporting document is provided, insert additional information into the Comments field of the Ariba e-invoice for such details to reflect in the e-invoice. Provide as much information as possible to guarantee on time invoice processing.

Service Entry Sheet Lines

Line #	Part # / Description	Contract #
10	Not Available LimitUnknownOrder	A16_4610057455

Click on Add, Add Contract/Catalog Item to select the service items for the service entry

Add ▼

Add Contract/Catalog Item
Add Unplanned Item

4

Done Cancel

Contract ID: A16_4610057455

Note: Cart is empty when the service is unplanned

Catalog Search by part #, supplier name, or keyword

1 item(s) found View: [Menu] Sort by: Relevance ▼

Casing/Tank Cleaning-US99 ▶
Supplier: LAMP ENVIRONMENTAL INDUSTRIES INC
Supplier Part #: C4285-A16_4610057455-100010_CompositeItem

Item Category: Service
Line Number: 100010
Outline Agreement Number: 00010

A list of contracts/items will be visible. Go to View Details of the contract to select the correct service item from the contract you wish to Service.

View Details

Done Cancel

Create a Service Entry Sheet

Create Service Sheet– Unplanned PO that IS Account Assigned

If PO is account assigned:

5

Service Details

A list of service items will be displayed where the price and quantity of the service items may be adjusted and added to the Cart. (the example here shows an item with a set price but where the quantity can be adjusted) A service can be added multiple times. **If no service master is available, contact your buyer at Shell.**

Item No. ↓	Service Name	Service No.	Price	Qty:	<input type="button" value="Add to Cart"/>
<input type="checkbox"/> 1000100010	TANK CLEANING SVC,\$	000000000031093588	\$1.00 USD /each	<input type="text" value="2"/>	<input type="button" value="Add to Cart"/>

Do NOT forget to Review Cart and complete account assignment before clicking DONE

Note: More than one item can be added to the cart. (to add more click the add to cart button again)

6

Do NOT forget to Review Cart and complete account assignment before clicking DONE

Contract ID: A16_4610057455

Review Cart to adjust the chosen items

	TANK CLEANING SVC,\$	3 x \$1.00 USD
	TANK CLEANING SVC,\$	2 x \$1.00 USD

Create a Service Entry Sheet

Create Service Sheet– Unplanned PO that IS Account Assigned

If PO is account assigned:

7

Create Service Sheet: Edit Items Add Item Done

Line Items Show Details

No. ↑	Supplier Part #	Description	Qty	Unit	Price	Amount
<input type="checkbox"/>	10.1 CR4285-1000100040-Aribalnternal	20 KVA DIESEL GENERATOR.	<input type="text" value="1"/>	hour	\$12.00 USD	\$12.00 USD Fx
Full Description: 20 KVA DIESEL GENERATOR.		Type: Catalog Item				
Supplier Auxiliary Part ID:		Line Item Text: <input type="text"/>				
Commodity Code: SITE PREPARE, CONSTRUCT, PAVE, RESTORE						
<input checked="" type="checkbox"/>	10.2 CR4285-1000100040-Aribalnternal	20 KVA DIESEL GENERATOR.	<input type="text" value="2"/>	hour	\$12.00 USD	\$24.00 USD Fx
Full Description: 20 KVA DIESEL GENERATOR.		Type: Catalog Item				
Supplier Auxiliary Part ID:		Line Item Text: <input type="text"/>				
Commodity Code: SITE PREPARE, CONSTRUCT, PAVE, RESTORE						

Delete Update

Review and adjust the quantity of the chosen items. Insert comments for each of the items if needed.

When Review is completed proceed by clicking DONE

Mark chosen item to Delete or Update the item.

Create a Service Entry Sheet

Create Service Sheet – Unplanned PO that IS Account Assigned

If PO is account assigned:

Add Attachments

Continue to include any supporting documents (as attachments) containing key information like person requesting the service/material, cost center, work order /network order reference, department, etc. As an alternative, if no supporting document is provided, insert additional information into the Comments field of the Ariba e-invoice for such details to reflect in the e-invoice. Provide as much information as possible to guarantee on time invoice processing.

8 If you you would need to update items after clicking DONE it is possible. Click Add/Update and Update Contract / Catalog Items

Add/Update

Add Contract/Catalog Item
Add Unplanned Item
Update Contract/Catalog Items

Line #	Part # / Description	Type	Item Type	Qty / Unit	Price
10	Not Available LimitUnknownOrder	Service	Unplanned From Contract	2 HUR	\$12.00 USD

20 KVA DIESEL GENERATOR.

CONTRACT DETAILS
Contract #: A16_4610057455

9

Toggle the include radio button to include or exclude a line

Line #	Part # / Description	Type
10	Not Available PlannedWOBasedOrder	
	TANK CLEANING SVC.\$	

Cannot add Pricing Details to

SERVICE PERIOD
Start Date:

10 TON TIPPER TRUCK.

Excluded line items cannot be modified.

10

Proceed by clicking the Next button at the bottom of the screen, Review the Service Sheet and Submit.

Update Save Exit **Next**

Subtotal: \$1.00 USD

Previous Save **Submit** Exit

Create a Service Entry Sheet

Review and Submit Service Entry Sheet

Create Service Sheet

Confirm and submit this document.

The Review Screen will let you check your Service Sheet for accuracy.

If there are errors, click Previous to return to the Create Service Sheet screen.

To submit to your customer, click the Submit Button.

Subtotal: \$12.00 USD

Service Sheet
 TEST123
 Date: 4 Apr 2018
 Purchase Order: 4513143910
 Subtotal: \$12.00 USD
 Service Start Date: 3 Apr 2018
 Service End Date: 4 Apr 2018

From
 SHELL_UAT_LAMP_ENVIRONMENTAL_INDUSTRIES_INC - TEST
 SHELL_UAT_LAMP_ENVIRONMENTAL_INDUSTRIES_INC - TEST
 11441 FONTANA LANE
 INDEPENDENCE, LA 70443
 United States

To
 Shell Oil Company
 Royal Dutch Shell plc - TEST
 P.O. BOX 301445
 Houston, TX 77230-1445
 United States

Service Entry Sheet Lines

Show Item Details

Line #	Type	Service # / Description	Contract #	Qty (Unit)	Unit Price	Subtotal
10		Not Available LimitUnknownOrder	A16_4610057455			
1	Service	000000000031656653 20 KVA DIESEL GENERATOR.	Unplanned From Contract	1 (HUR)	\$12.00 USD	\$12.00 USD

Service Entry Summary
 Subtotal: \$12.00 USD

Buttons: Previous, Save, Submit, Exit

Create a Service Entry Sheet

Create Service Sheet– Unplanned PO is NOT Account Assigned

If PO is NOT account assigned:

Purchase Order: 4513143976

1 Create Order Confirmation **Create Service Sheet** Create Service Sheet

Order Detail Order History

After Reviewing that PO is account assigned, Proceed to Create Service Sheet

2

Service Sheet Header * Indica

Summary

Purchase Order: 4513143976

Subtotal: **\$11,889.00 USD**

Service Sheet #:*

Service Sheet Date:* 3 Apr 2018 10:21:29 AM

Service Start Date:*

Service End Date:*

Additional Fields

Supplier Reference:

To: Shell Oil Company
P.O. BOX 301445
Houston, TX 77230-1445
United States

From: SHELL_OAT_LAMP_ENVIRONMENTAL_INDUSTRIE
- TEST

11441 FONTANA LANE
INDEPENDENCE, LA 70443
United States

Supplier Reference - insert a brief description of the service or a Job number.

Field Contractor:

Name:

Email:

Phone: USA 1

Field Engineer:

Name:

Email:

Phone: USA 1

Enter additional fields as requested by your customer, including Contractor Information, Approver (if agreed by the business and you have been provided a User Id by Shell include this in the Approver field. This is requested when agreement is in place between supplier and Shell) etc.

Approver:

Name:

Email:

Phone: USA 1

Create a Service Entry Sheet

Create Service Sheet– Unplanned PO is NOT Account Assigned

If PO is NOT account assigned:

3

Add Attachments

Continue to include any supporting documents (as attachments) containing key information like person requesting the service/material, cost center, work order /network order reference, department, etc. As an alternative, if no supporting document is provided, insert additional information into the Comments field of the Ariba e-invoice for such details to reflect in the e-invoice. Provide as much information as possible to guarantee on time invoice processing.

Click on Add, Add Contract/Catalog Item to select the service items for the service entry

Line #	Part # / Description	Contract #
10	Not Available LimitUnknownOrder	A16_4610057455

Add ▾

Add Contract/Catalog Item
Add Unplanned Item

4

Contract ID: A16_4610057455

Search by part #, supplier name, or keyword

1 item(s) found

View Details

Note: Cart is empty when the service is unplanned

A list of contracts/items will be visible. Go to View Details of the contract to select the correct service item from the contract you wish to Service.

Create a Service Entry Sheet

Create Service Sheet– Unplanned PO is NOT Account Assigned

If PO is NOT account assigned:

5

Service Details

Add to Cart

A list of service items will be displayed where the price and quantity of the service items may be adjusted and added to the Cart. (the example here shows an item with a set price but where the quantity can be adjusted) A service can be added multiple times. **If no service master is available, contact your buyer at Shell.**

Item No. ↓	Service Name	Service No.	Price	Qty:	Add to Cart
1000100010	TANK CLEANING SVC,\$	000000000031093588	\$1.00 USD / each	2	Add to Cart

Do NOT forget to Review Cart and complete account assignment before clicking DONE

Note: More than one item can be added to the cart. (to add more click the add to cart button again)

Done Cancel

6

Do NOT forget to Review Cart and complete account assignment before clicking DONE

Contract ID: A16_4610057455

Review Cart

Review Cart to adjust items and you will be prompted to complete the account assignment and before proceeding. (the account assignment details shall be provided by your customer contact)

Review Cart

Create a Service Entry Sheet

Create Service Sheet – Unplanned PO is NOT Account Assigned

If PO is NOT account assigned:

⚠ There are 4 problems that require completion or correction in order to complete your request.
 Mouse over the red icons to learn more. Use the *Next* and *Previous* links to step through the errors as needed. [< Previous](#) | [Next >](#)

7

Create Service Sheet: Edit Items [Add Item](#) [Done](#)

Line Items [Show Details](#)

No. ↑	Supplier Part #	Description	Qty	Unit	Price	Amount	
10.1		TANK CLEANING SVC,\$	9,990	each	\$1.00 USD	\$9,990.00 USD	Less

Full Description: **You will be prompted by red warning signs that **Account assignment needs to be done**, the information that is requested will be provided to the supplier by the Shell business contact.**

Supplier Auxiliary Part ID: _____ Type: Non-Catalog Item

Commodity Code: _____

Account Assignment: * (no value)

Account Assignment must be set.

8

Account Assignment: * (no value)

- (no value)
- A (Asset)
- F (Order)
- K (Cost Centre)
- N (Network)
- P (Project)

Select the correct Account assignment from the drop down and input the corresponding value in order to proceed.

After selection of Account assignment sub values need to be filled in. ex. order / network number

- F - Work Order
- K - Cost Centre
- N - Network Order
- P – WBS Element

Create a Service Entry Sheet

Create Service Sheet – Unplanned PO is NOT Account Assigned

If PO is NOT account assigned:

9

Account Assignment: * K (Cost Centre) ▾

Cost Center: * (no value) ▾

- U16_100066 (LE-7525-3423-1987)
- 20 K U16_101307 (Regional Geol HCC)
- GENERATOR. A16_100010 (SEPCo Stock)
- A16_101012 (BLK Oper Serv - _Oper)
- A16_100054 (LE-4050-3423-1987)

[Search more](#)

Account Assignment: *

Displayed will be the most recently used account / coding numbers.

There is a search function, where the account / coding numbers can be found if not displayed.

If Order is chosen in account assignment, work order needs to be provided.

Account Assignment: * F (Order) ▾

Internal Order: * (no value) ▾

If Cost Centre is chosen in account assignment, Cost Centre needs to be provided.

Account Assignment: * K (Cost Centre) ▾

Cost Center: * (no value) ▾

If Project is chosen in account assignment, Project / WBS needs to be provided.

Account Assignment: * P (Project) ▾

Project/WBS: * (no value) ▾

If Network Order is chosen in account assignment, Project Network and Project Network Activity needs to be provided.

Account Assignment: * N (Network) ▾

Project Network: * (no value) ▾

Project Network Activity: * (no value) ▾

[Click Here to see Search functionality](#)

Create a Service Entry Sheet

Create Service Sheet – Unplanned PO is NOT Account Assigned

If PO is NOT account assigned:

10

Choose Value for Cost Center

The search function will default on search for ex. Cost center when Cost Center is chosen in Account Assignment. Enter the value provided by Shell to find the Cost Center.

Cost Center Search

Cost Center	Description	Select
A16_100010	SEPCo Stock	Select
A16_100056	LE-43682-3423-1987	Select
A16_100057	LE-52351-3423-1987	Select
A16_100058	LE-62583-3423-1987	Select
A16_100059	LE-6369-3423-1987	Select

The Search function can be used to search for the account / coding number. Use the drop down to find different search options.

Done

Internal Order Search

Internal Order	Select
A16_21570616	Select
A16_21570617	Select

Internal order, insert Internal order number received by Shell and hit Search

ERP Network ID Search

ID	ERP Network ID	Select
A16_30275026	30275026	Select
D16_21390018	21390018	Select
D16_21505563	21505563	Select

Network order, insert ERP Network ID and search the value received by Shell and hit Search

Project/WBS Search

Project	Select
(no value)	Select
A16_C00AFF1130951230A	Select

Project, insert Project / WBS and search the value received by Shell and hit Search

11

When Account assignment is complete click DONE to proceed with Service Entry

Add Item

Done

Show Details

Price	Amount
\$1.00 USD	\$9,990.00 USD

Less

Create a Service Entry Sheet

Create Service Sheet – Unplanned PO is NOT Account Assigned

If PO is NOT account assigned:

Add Attachments

Continue to include any supporting documents (as attachments) containing key information like person requesting the service/material, cost center, work order /network order reference, department, etc. As an alternative, if no supporting document is provided, insert additional information into the Comments field of the Ariba e-invoice for such details to reflect in the e-invoice. Provide as much information as possible to guarantee on time invoice processing.

12

If you you would need to update items after clicking DONE it is possible. Click Add/Update and Update Contract / Catalog Items

Add/Update

Add Contract/Catalog Item
Add Unplanned Item
Update Contract/Catalog Items

Line #	Part # / Description	Type	Item Type	Qty / Unit	Price
10	Not Available LimitUnknownOrder	Service	Unplanned From Contract	2 HUR	\$12.00 USD

20 KVA DIESEL GENERATOR.

CONTRACT DETAILS
Contract #: A16_4610057455

13

Toggle the include radio button to include or exclude a line

#	Part # / Description	Type
10	Not Available PlannedWOBasedOrder	
	TANK CLEANING SVC,\$	
	10 TON TIPPER TRUCK.	

Excluded line items cannot be modified.

14

Proceed by clicking the Next button at the bottom of the screen, Review the Service Sheet and Submit.

Update **Save** **Exit** **Next**

Subtotal: \$1.00 USD

Previous **Save** **Submit** **Exit**

Create a Service Entry Sheet

Review and Submit Service Entry Sheet

Create Service Sheet

Confirm and submit this document.

The Review Screen will let you check your Service Sheet for accuracy.

Service Sheet
 TEST123
 Date: 4 Apr 2018
 Purchase Order: 4513143910
 Subtotal: \$12.00 USD
 Service Start Date: 3 Apr 2018
 Service End Date: 4 Apr 2018

Subtotal: \$12.00 USD

From
 SHELL_UAT_LAMP_ENVIRONMENTAL_INDUSTRIES_INC - TEST
 SHELL_UAT_LAMP_ENVIRONMENTAL_INDUSTRIES_INC - TEST
 11441 FONTANA LANE
 INDEPENDENCE, LA 70443
 United States

To
 Shell Oil Company
 Royal Dutch Shell plc - TEST
 P.O. BOX 301445
 Houston, TX 77230-1445
 United States

If there are errors, click Previous to return to the Create Service Sheet screen.

To submit to your customer, click the Submit Button.

Service Entry Sheet Lines

Show Item Details

Line #	Type	Service # / Description	Contract #	Qty (Unit)	Unit Price	Subtotal
10		Not Available LimitUnknownOrder	A16_4610057455			
1	Service	000000000031656653 20 KVA DIESEL GENERATOR.	Unplanned From Contract	1 (HUR)	\$12.00 USD	\$12.00 USD

Service Entry Summary
 Subtotal: \$12.00 USD

Previous Save Submit Exit

Previous Save Submit Exit

Check Service Sheet Status

1. Click **Outbox** and select **Service Sheets** Tab.
2. Routing and Approval Status will be visible on each line.
3. If a Service Sheet is rejected or failed, view the reason by opening the Service Sheet and clicking the **History** Tab.

Service Sheets

Search Filters

Service Sheets (91) Page 1

Service Sheet #	Customer	Related PO	Date ↓	Amount	Routing Status	Status
178716671	Shell UK	4511207533	22 Mar 2017	£2,000.00 GBP	Acknowledged	Sent
3112	Shell UK	4511207533	21 Mar 2017	£6,000.00 GBP	Acknowledged	Sent
6176621	Shell UK	4511207533	21 Mar 2017	£6,000.00 GBP	Sent	Sent
4511207465-SES4	Shell UK	4511207465	7 Mar 2017	£30.00 GBP	Acknowledged	Sent
4511207465-SES3	Shell UK	4511207465	7 Mar 2017	£15.00 GBP	Obsoleted	Rejected
4511207465-SES2a	Shell UK	4511207465	7 Mar 2017	£98.00 GBP	Acknowledged	Invoiced
4511207465-SES2	Shell UK	4511207465	6 Mar 2017	£60.00 GBP	Acknowledged	Invoiced
			Mar 2017	£60.00 GBP	Obsoleted	Sent
			Mar 2017	£60.00 GBP	Obsoleted	Sent
			Mar 2017	£10.00 GBP	Sent	Sent
			Mar 2017	£11,460.00 GBP	Sent	Sent
			Feb 2017	£190.31 GBP	Sent	Sent
			Feb 2017	£100.00 GBP	Acknowledged	Approved
			Feb 2017	£440.00 GBP	Sent	Sent
			Feb 2017	£100.00 GBP	Acknowledged	Sent
			Feb 2017	\$12,000.00 USD	Sent	Sent
			Feb 2017	\$0.06 USD	Sent	Sent
			Feb 2017	£7.00 GBP	Acknowledged	Sent
			Feb 2017	£134.00 GBP	Acknowledged	Sent
			Feb 2017	£105.00 GBP	Sent	Sent

Service Sheet: 4511207465-SES3

Create Invoice Print Export cXML

Detail History

Service Sheet (Rejected)
 4511207465-SES3
 Date: 7 Mar 2017
 Purchase Order: 4511207465
 Subtotal: £15.00 GBP

Invoice Service Entry Sheet

Locate Approved Service Sheet

Ariba Collaborative Supply Chain

HOME INBOX **OUTBOX** QUALITY PLANNING CATALOGS REPORTS CSV Documents Create

Invoices Order Confirmations Ship Notices **Service Sheets** Extended Collaboration Product Replenishment Drafts

Service Sheets

Search Filters

Service Sheets (1)

<input type="checkbox"/>	Service Sheet #	Customer	Related PO	Date ↓	Routing Status	Status
<input type="checkbox"/>	4511207446-SE	Shell UK	4511207446	22 Feb 2017	Acknowledged	Approved

Service Sheet: SCEN2

Annotations:

- Click Outbox and select Service Sheets Tab.
- Select the checkbox next to the approved Service Sheet and click the Create Invoice button to open up the Create Invoice screen OR click the Service Sheet # to open the Service Sheet for review before invoicing.

Warning: Invoicing is not possible for one or more line items. Click on the line item's warning icon to find out why.

Line Items

Line #	Change	Part #	Customer Part #	Type	Return	Revision Level	Qty (U)	Unit Price	Amount	Subtotal	Details
100		Not available		Service Invoicing not possible			1.0 (ACT)			174.51 EUR	Details
		Bolts & Nuts		Service			1.0 (ACT)	2018-06-	800.03	800.03	Details

Annotations:

- You can't create invoices for items that are flagged for evaluated receipt settlement (ERS).
- ERS (Evaluated Receipt Settlement): Suppliers will not be required to submit an invoice via Ariba. The warning above the Line item on the PO means that this PO is self billed by Shell based on Service Entry created in Ariba by the supplier.

Note: You will ONLY be able to create an invoice against an Approved Service Sheet.

Invoice Service Entry Sheet

Invoice Header Information

Invoice information will automatically pre-populated from the Service Sheet.

Create Invoice

Update
Save
Exit
Next

▼ Invoice Header

Summary

Purchase Order: 4513161460

Invoice #:*

Invoice Date:* 5 Apr 2018

Supplier Tax ID:

Remit To: US01

INDEPENDENCE, LA
United States

Bill To: Shell Oil Company

Houston, TX
United States

Tax ⓘ

Header level tax ⓘ Line level tax ⓘ

Category:* Sales Tax

Location:

Description:

Rate(%):

Note: Add to Header button allows for shipping cost, shipping documents, amount details, and additional reference documents and dates. **Please Continue to include any supporting documents (as attachments) containing key information like person requesting the service/material, cost center, work order /network order reference, department, etc. As an alternative, if no supporting document is provided, insert additional information into the Comments field of the Ariba e-invoice for such details to reflect in the e-invoice. Provide as much information as possible to guarantee on time invoice**

Complete all required fields marked with an asterisk (*). Enter your Invoice Number. Invoice date will automatically populate. **Invoice Number must be alphanumeric and is limited to 16 characters - upper case letters only; no special characters allowed.**

* Indicates required field

Add to Header ▼

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

Remove

Invoice from a Service Sheet

Header Level Detail

Header Level information can be entered after the screen refreshes. Complete each section as needed before proceeding to the Line Section.

Tax ⁱ

Header level tax ⁱ Line level tax ⁱ

Category:* ⁱ Taxable Amount: [Remove](#)

Location:

Description:

Regime:

Tax Rate Type:

Rate(%):

Tax Amount:

Shipping

Header level shipping ⁱ Line level shipping ⁱ

Ship From: SHELL_UAT_LAMP_ENVIRONMENTAL_INDUSTRIES_INC - TEST Ship To: SEPCo.Shell Planning Plant
Houston, TX
United States

INDEPENDENCE, LA Deliver To:

United States

Payment Term

Discount or Penalty Term(days): 60 Percentage(%): 0.000

Note: Some fields at the Header Level might be required by your customer. Check for fields marked with an asterisk (*), and enter information as required.

Invoice from a Service Sheet

Additional Fields Section

The Additional Fields section includes optional fields such as reference numbers, service period dates, and Approver Email.

Additional Fields

Information Only. No action is required from the customer.

Supplier Account ID #:	<input type="text"/>	Service Start Date:	<input type="text"/>
Customer Reference:	<input type="text"/>	Service End Date:	<input type="text"/>
Supplier Reference:	<input type="text"/>		
Payment Note:	<input type="text"/>		

Supplier: ▼

Supplier: **LEI INC**
INDEPENDENCE, LA
United States

Bill From: **SHELL_UAT_LAMP_ENVIRONMENTAL_INDUSTRIES_INC**
- TEST
INDEPENDENCE, LA
United States

Customer: **Shell Offshore Inc** [View/Edit Addresses](#)
Houston, TX
United States

Email: [View/Edit Addresses](#)

Supplier VAT **Customer VAT**

Supplier VAT/Tax ID: Customer VAT/Tax ID:

Note: Some fields at the Header Level might be required by your customer. Check for fields marked with an asterisk (*), and enter information as required.

Invoice from a Service Sheet

Line Item Details

Invoice information will automatically pre-populate from the Service Sheet.

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

<input type="checkbox"/>	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>			Not Available	Recycling Mercury Bearing Appliances-GOM					
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE		WASTE DISPOSAL,HAZARDOUS,\$	000000000031093576	2,000	EA ⓘ	\$1.00 USD	\$2,000.00 USD

Service Sheet Details
 Service Sheet #: SCEN2
 Contract #: U16_4610021411
 Service Line #: 1

Line Item Actions

Turn on Error Dump ⓘ
[Hide/Show XML](#)

Add line level information, including comments and attachments, by selecting the line and clicking the **Line Item Actions** button. The screen will automatically refresh and you will be able to fill in the detail.

Line Items

<input type="checkbox"/>	Include	Type
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE

Service Sheet Details

Line Item Actions

- Edit
- Add
- Shipping Documents
- Comments
- Attachment

Continue to include any supporting documents (as attachments) containing key information like person requesting the service/material, cost center, work order /network order reference, department, etc. As an alternative, if no supporting document is provided, insert additional information into the Comments field of the Ariba e-invoice for such details to reflect in the e-invoice. Provide as much information as possible to guarantee on time invoice processing.

Invoice from a Service Sheet

Review, Save, Submit

1. **Update** each line item as needed until all items are complete.
2. **Click Next** to proceed to review screen.
3. **From** the Review Screen, check your Invoice for accuracy. If there are errors, click **Previous** to return to the Create Invoice screen and make corrections. To submit to your customer after corrected, click the **Submit Button**.

Line Items 2 Line Items, 2 Included, 0 Previously Fully Invoiced

Insert Line Item Options

Retail Details
 Tax Category: VAT reverse charge
 Discount
 Informational Pricing

[Add to Included Lines](#)

<input type="checkbox"/>	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
▼	20			Services testing Ariba					
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE	description 1	CONTRACTOR LABOUR-FOREMAN RIGGER	31011656	1	DAY	£15.00 GBP	£15.00 GBP
Service Sheet Details		Service Sheet #: 4511207370-SES			Service Line #: 1				
Service Period		Service Start Date: 23 Jan 2017			Service End Date: 23 Jan 2017				
Tax									
<input type="checkbox"/>	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	<input checked="" type="checkbox"/>	SERVICE	description 2	BRASS GATE VALVE 1/2" DIA	31000492	1	EA	£14.00 GBP	£14.00 GBP
Service Sheet Details		Service Sheet #: 4511207370-SES			Service Line #: 2				
Service Period		Service Start Date: 20 Jan 2017			Service End Date: 20 Jan 2017				
Tax									

Turn on Error Dump ⓘ
 Hide/Show XML

SECTION 4.4: Credit Memos and Invoice Management

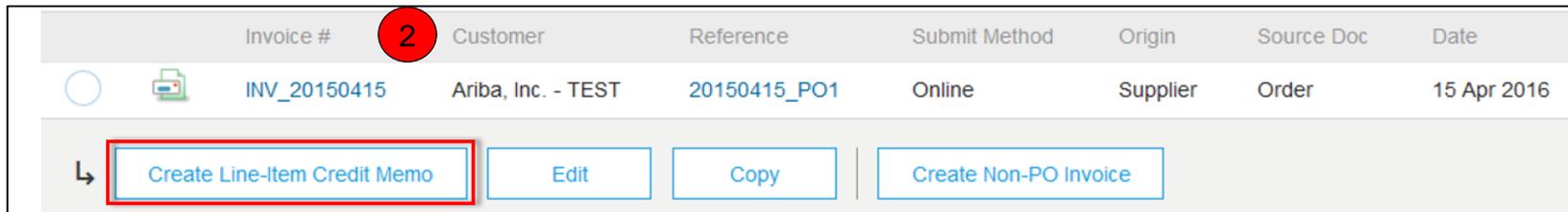
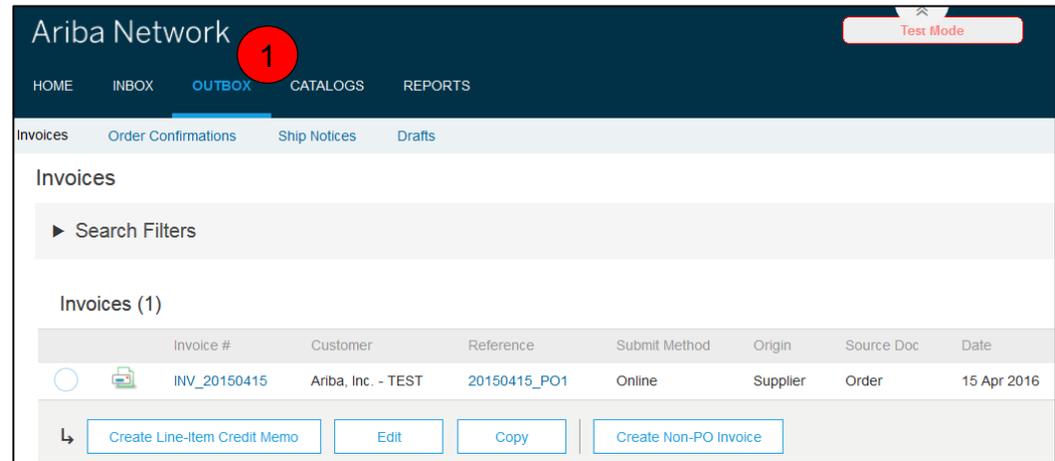


Credit Invoices/Credit Memos

Credit Invoices/Credit Memo

To create a credit memo against an Invoice,

1. **Select** the **OUTBOX** tab.
2. **Select** your previously created invoice.
3. **Click** the button on the Invoice screen for **Create Line-Item Credit Memo**.
4. **Complete** information in the form of Credit Memo (the amount and taxes will automatically be negative). Make sure that all required fields marked with asterisks are filled in. **Note:** Only quantity can be changed for the line item.
5. **Click Next.**
6. **Review** Credit Memo.
7. **Click Submit.**



SECTION 5: Invoice Management Quick Links

Click the box to find more information:

**Search for an
Invoice
(Quick and
Refined)**

**Check Invoice
Status**

**Check Invoice
History**

**Edit, and
Resubmit Invoice**

Invoice Reports

Invoice Archival

**How to Copy an
Invoice**

SECTION 6: Ariba Network Help Resources



[Customer Support](#)



[Supplier Information Portal](#)



[Useful Links](#)

Customer Support

Supplier Support During Deployment



Ariba Network Registration, Configuration support and [Help with first invoice creation](#)

[North America](#)

[Europe, Middle East, Africa](#)

[Asia, Pacific, Australia or N. Zealand](#)

[Latin America](#)



Shell Enablement Business Process Support

SIPC-Supplier-Enablement@shell.com

APVENDORHELPDESK@shell.com



Shell Supplier Information Portal

[How to Find the Supplier Information Portal](#)

Supplier Support Post Go-Live



Global Customer Support

[Click here to find the appropriate support line.](#)

Questions related to:

- Registration
- Account Configuration
- Supplier Fees
- General Ariba Questions

Questions related to:

- Business Related Questions
- Missing POs on AN

Other Help

- [Standard Documentation](#)
- [Help Center](#)
- [Ariba Exchange User Community](#)

Training & Resources

Shell Supplier Information Portal

1. **Select** the Company Settings Menu in the top right corner and then click the Customer Relationships link.
2. **Select** the buyer name to view transactional rules:
The Customer Invoice Rules determine what you can enter when you create invoices.
3. **Select** Supplier Information Portal to view documents provided by your buyer.

The screenshot displays the 'Account Settings' page. On the right, the 'Company Settings' dropdown menu is open, with 'Customer Relationships' highlighted and marked with a red circle '1'. The main content area shows the 'Customer Relationships' tab selected. Under 'Current Relationships', there is a list of customers. The first entry, 'Ariba Inc.', is marked with a red circle '2'. To its right, the 'Supplier Information Portal' link is marked with a red circle '3'. Below the list, there is a 'Reject' button.

Useful Links

Useful Links

- **Ariba Supplier Pricing page** - <http://www.ariba.com/suppliers/ariba-network-fulfillment/pricing>
- **Ariba Network Hot Issues and FAQs** - <https://connect.ariba.com/anfaq.htm>
- **Ariba Cloud Statistics** – <http://trust.ariba.com>
 - Detailed information and latest notifications about product issues and planned downtime - if any - during a given day
- **Ariba Discovery** - <http://www.ariba.com/solutions/discovery-for-suppliers.cfm>
- **Ariba Network Notifications** - <http://netstat.ariba.com>
 - Information about downtime, new releases and new features

SECTION 7: Troubleshoot Your Invoice Issues

Click the hyperlinks to find more information:

I cannot change/confirm my order.

Solution:

[Check Control Keys in Line Item: Details](#)

I cannot invoice.

Solution:

[Check if SES is required](#)
[Check Control Keys](#)
[Check if you use a new invoice number for resubmitted invoice](#)

My invoices are being rejected due to incorrect bank details

Solution

[Correct your bank details](#)

My invoices are being rejected with no reason.

Solution:

[E-mail APVENDORHELPDESK@shell.com with your company name, ANID, and a list of rejected invoice](#)

I need to add Tax ID to each invoice

Solution:

[Enter Tax ID to your company profile to automatically populate Tax ID in your invoices.](#)

How do I add apply different rates to each line item?

Solution:

[Configure additional tax options](#)

Troubleshoot Your Invoice Issues

What does this error message mean?

I've submitted an invoice. Now what?

How do I edit and resubmit an invoice that I've sent?

What should I do if my invoice has been rejected?

Can I resend a failed or rejected invoice with the same invoice number?

How do I tell when my invoice will be paid?

**Thank you for joining the
Ariba Network!**

APPENDIX: General invoicing Rules and Features



Invoice Rules



Shell Invoice Requirements

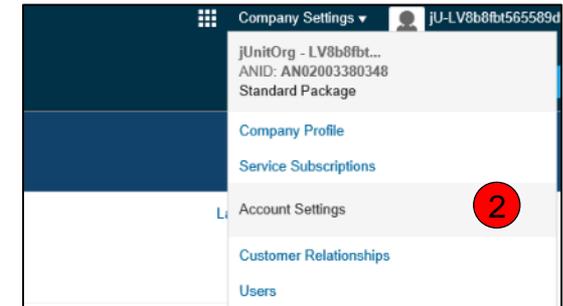


Invoice Management

Review Shell Invoice Rules

These rules determine what you can enter when you create invoices.

1. Login to your Ariba Network account via **supplier.ariba.com**
2. Select the **Company Settings dropdown menu** and under Account Settings, click **Customer Relationships**.
3. A list of your Customers is displayed. Click the name of your customer (**Shell**).
4. Scroll down to the **Invoice Setup** section and view the **General Invoice Rules**.
5. If **Shell** enabled Country-Based Invoice Rules then you will be able to choose your Country in Originating Country of Invoice from the drop down menu.
6. Click **Done** when finished.



Shell Invoice Requirements

1. Supplier is required to submit **order confirmation before** submitting an invoice for material orders. Goods Receipt is not required before submitting an invoice.

Note: This does not apply for legacy POs (POs sent before go-live in Ariba Network).

2. Suppliers are **not allowed to issue one invoice for both material and service**, nor put multiple POs on one invoice.
3. Suppliers are **not allowed to issue new invoice under the same invoice number**.
4. Suppliers are **not allowed to put both debit and credit line items** on the same invoice.
5. There is **no restriction on the number of invoices** that can be linked to a particular PO.
6. PO invoices and Non-PO invoices can contain a maximum equivalent to the **lesser of: 3,000 line items** or a file size of 4 MB. Attachments to a single PO and/or Invoice cannot exceed 10 MB.
7. Only in case the data sent by supplier is **digitally signed by Trustweaver** it is considered an invoice. In case the invoice failed at supplier site, it is the responsibility of the supplier to follow up.
9. The supplier is expected to include a **bank account number** in the invoice.
10. Supplier **cannot add lines to an invoice** that do not map to a line on the PO.
11. ERS Suppliers only are required to submit **service entry sheet**. Supportive documents (e.g. Timesheets) need to be attached.

Copy an Invoice

Copy Invoice Feature:

- Suppliers can copy an existing invoice to use as a basis for a new invoice. The copy includes all fields except the invoice date, invoice number, exchange rate, and attachments. The supplier can edit and submit the new invoice without having to reenter a lot of information. This feature applies to standard invoices and contract-based invoices. Invoices can be copied regardless of status.

Common uses for this feature include:

- Submitting invoices for a balance due.
- Submitting corrected invoices in cases where the first attempt was rejected.

Enabling This Feature

- This is an out-of-the-box feature available to all customers. It requires no action to configure it.

Limitations

- You cannot copy the following:
 - Credit memos and line-level credit memos
 - Invoices with 1000 or more invoice lines

How to Copy this Invoice

To copy an existing invoice in order to create a new invoice:

1. **Select** the **OUTBOX** Tab.
2. **Either Select** the radio button for the invoice you want to copy, and click Copy. OR Open the invoice you want to copy.
3. **On the Detail** tab, click **Copy This Invoice**.
4. **Enter** a new invoice number.
5. **For VAT lines**, make sure the date of supply at the line level is correct.
6. **Edit** the other fields as necessary.
7. **Click Next**, review the invoice, and save or submit it.

HOME INBOX **OUTBOX** CATALOGS REPORTS

Invoices Order Confirmations Ship Notices Drafts

Invoices

▶ Search Filters

Invoices (1)

	Invoice #	Customer	Reference	Submit Method	Origin	Source
<input checked="" type="radio"/>	INV_20150415	Ariba, Inc. - TEST	20150415_PO1	Online	Supplier	Order

Invoice: INV_20150415

Search for Invoice (Quick & Refined)

Quick Search:

1. **From the Home Tab**, Select Invoices in the Document type to search.
2. **Select Shell** from Customer Drop down menu.
3. **Enter Document #** , if known. Select Date Range, up to 90 days for Invoices and Click Search.

Refined Search: Allows a refined search of Invoices within up to 90 last days.

4. **Search Filters** from Outbox (Invoices).
5. **Enter** the criteria to build the desired search filter.
6. **Click Search**.

Check Invoice Status

Check Status:

If you configured your Invoice Notifications as noted earlier in this presentation, you will receive emails regarding invoice status.

You can also check invoice status from the **Outbox** by selecting the invoice link.

Routing Status

Reflects the status of the transmission of the invoice to Shell via the Ariba Network.

- **Obsoleted** – You canceled the invoice
- **Failed** – Invoice failed Shell invoicing rules. Shell will not receive this invoice
- **Queued** – Ariba Network received the invoice but has not processed it
- **Sent** – Ariba Network sent the invoice to a queue. The invoice is awaiting pickup by the Shell
- **Acknowledged** – Shell invoicing application has acknowledged the receipt of the invoice

[Click here to troubleshoot your invoice](#)

Check Invoice Status

Invoice Status

Reflects the status of Shell's action on the Invoice.

- **Sent** – The invoice is sent to the Shell but they have not yet verified the invoice against purchase orders and receipts
- **Cancelled** – Shell approved the invoice cancellation
- **Paid** – Shell paid the invoice / in the process of issuing payment. Only if Shell uses invoices to trigger payment.
- **Approved** – Shell has verified the invoice against the purchase orders or contracts and receipts and approved it for payment
- **Rejected** – Shell has rejected the invoice or the invoice failed validation by Ariba Network. If Shell accepts invoice or approves it for payment, invoice status updated to Sent (invoice accepted) or Approved (invoice approved for payment)
- **Failed** – Ariba Network experienced a problem routing the invoice

[Click here to
troubleshoot
your invoice](#)

Check Invoice History

Access any invoice:

1. **Click** on the History tab to view status details and invoice history.
2. **History and status comments** for the invoice are displayed.
3. **Transaction history** can be used in problem determination for failed or rejected transactions.
4. **When you are done** reviewing the history, click Done.

Invoice: INV_20150415

[Create Line-Item Credit Memo](#)
[Copy This Invoice](#)
[Cancel](#)
[Print](#)
[Download PDF](#)
[Export cXML](#)

[Detail](#)
[Scheduled Payments](#)
[History **1**](#)

Standard Invoice

Invoice: INV_20150415 Done

[Create Line-Item Credit Memo](#)
[Copy This Invoice](#)
[Cancel](#)
[Download PDF](#)
[Export cXML](#)
4

[Detail](#)
[Scheduled Payments](#)
[History **2**](#)

Invoice: INV_20150415
 Invoice Status: Sent
 Received By Ariba Network On: 15 Apr 2016 2:47:55 PM GMT+02:00
 Submitted By: Klaus Püschel

To: Ariba, Inc. - TEST
 Routing Status: Sent

History **2**

Status	Comments	Changed By	Date and Time	Stack Trace
	The invoice was successfully received.	Ariba_TestSupplier - TEST	15 Apr 2016 2:47:57 PM	
	This document has been digitally signed.	PropogationDispatcher-128491053	15 Apr 2016 2:48:01 PM	

Edit, and Resubmit Invoice

1. Click the **Outbox** tab.
2. In the **Invoice #** column, click a link to view details of the invoice.
3. Click the **Invoice #** for the failed, canceled, or rejected invoice that you want to resubmit and click **Edit**. This will open the Create Invoice screen.
4. **Complete** edits as necessary to the invoice, and click **Next** to proceed to the review screen.
5. Click **Submit** on the Review page to send the invoice.

The screenshot shows the Ariba Network interface. The 'Outbox' tab is selected. Below the navigation bar, there are tabs for 'Invoices', 'Order Confirmations', 'Ship Notices', and 'Drafts'. The 'Invoices' section contains a search filter and a table of invoices. The table has columns for Invoice #, Customer, Reference, Submit Method, Date, Amount, Routing Status, and Invoice Status. Two invoices are listed: XYZ123456 and XYZ12345. Below the table, there are buttons for 'Create Line-Item Credit Memo', 'Edit', 'Copy', and 'Create Non-PO Invoice'.

Invoice #	Customer	Reference	Submit Method	Date	Amount	Routing Status	Invoice Status
XYZ123456	SMO Buyer	PO725498	Online	14 Oct 2015	\$46.92 USD	Sent	Sent
XYZ12345	SMO Buyer	Non-PO	Online	9 Sep 2015	\$369.35 USD	Sent	Sent

Note: You have to update the invoice number – the same number cannot be used again.

Invoice Reports

Reports help provide additional information and details on transactions on the Network in a comprehensive format.

1. Click the **Reports** tab from the menu at the top of the page.
2. Click **Create**.

Ariba Network

Company Settings | John Doe | Help Center >>

HOME INBOX OUTBOX CATALOGS ENABLEMENT TASKS **REPORTS** CSV Documents | Create

Reports

Use CSV 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 [More](#)

Report Templates

Title ↑	Schedule Type	Report Type	Status	Last Run	Next Run	Created	Created By	Report Size
No items								

Run Download Edit Copy Delete Create Refresh Status

- **Invoice reports** provide information on invoices you have sent to customers for tracking invoices over time or overall invoice volume for a period of time.
- **Failed Invoice reports** provide details on failed and rejected invoices. These reports are useful for troubleshooting invoices that fail to route correctly.
- Reports can be created by Administrator or User with appropriate permissions.
- **Bronze** (and higher) members may choose **Manual** or **Scheduled** report. Set scheduling information if Scheduled report is selected.

Invoice Reports

3. **Enter** required information. Select an Invoice report type — **Failed Invoice** or **Invoice**.
4. **Click Next.**
5. **Specify Customer** and **Created Date** in Criteria.
6. **Click Submit.**
7. You can view and download the report in CSV format when its status is **Processed**.

Report

Enter a title and description for this report. Check the Time Zone and Language settings. You can set the Time Zone and [More](#)

1 Report Description

2 Criteria

3 Title:*

Description:

Time zone: US/Michigan

Language: English

Report Type:*

4 Next Exit

- Select
- Early Payment Detail
- Failed Invoice
- Failed Order
- Invoice
- Order Summary
- Payment Transactions
- Order
- Remittance Advice Details
- SCF Trade Details Reports
- Book
- e Sheet

Report

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

1 Report Description

2 Criteria

5 Customer: All Customers [Select](#)

Filter Invoice By: Date Invoice Created

Date Range: 21 Feb 2017 To 28 Feb 2017

6

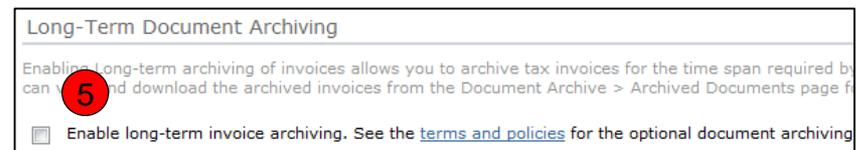
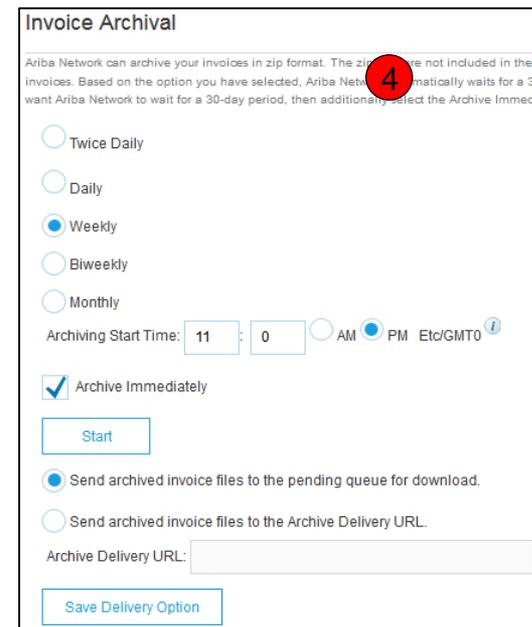
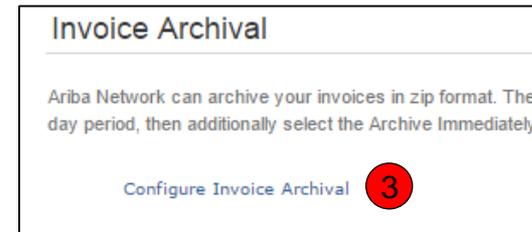
Previous Submit Exit

For more detailed instructions on generating reports, refer to the **Ariba Network Transactions Guide** found on the **HELP** page of your account.

Invoice Archival

Configuring invoice archiving allows you to specify the frequency, immediacy, and delivery of zipped invoice archives. If you wish to utilize it, please follow these steps:

1. From the **Company Settings** dropdown menu, select **Electronic Invoice Routing**.
2. Select the tab **Tax Invoicing and Archiving**.
3. Scroll down to **Invoice Archival** and select the link for **Configure Invoice Archival**.
4. Select **frequency** (Twice Daily, Daily, Weekly, Biweekly or Monthly), choose Archive Immediately to archive without waiting 30 days, and click **Start**.
 - If you want Ariba to deliver automatically archived zip files to you, also enter an Archive Delivery URL (otherwise you can download invoices from your Outbox, section Archived Invoices).
 - **Note:** After **Archive Immediately** started you can either **Stop** it or **Update Frequency** any time.
5. You may navigate back to the **Tax Invoicing and Archiving** screen in order to subscribe to **Long-Term Document Archiving** for an integrated archiving solution. (More details within the Terms and Policies link.)



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