

## **Repsol: Digital transformation of documents through Ariba Network**





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# 01 Ariba Network Introduction

# 01. Ariba Network Introduction



In Repsol we are changing the way to work with our suppliers in order to optimize our purchase processes. We have chosen SAP Ariba as part of our digitalization strategy, leaving behind of the manual processes and transaction documents in paper.



The **supplier's** cooperation with Repsol will be managed **only** through the **Ariba Network platform**, where it is posible to access to **purchase orders**, **goods receipts**, **service sheet**, **invoice management**.

# 01. Ariba Network Introduction



**Ariba Network** is a dynamic digital market where millons of buyers and suppliers operate in more than 190 countries. SAP Ariba Network is the '**Supplier's Portal**', a marketplace that allows suppliers and buyers to create commercial relationships and accomplish transactions through the internet.





## 02 Implemented Process: Overview

### 02. Implemented Process: Overview



#### Process





Send Purchase Order: Repsol will send the purchase orders from their system to Ariba Network.



**Goods Receipt:** After the creation of the goods receipt or service sheet, those documents will be **published through Ariba Network.** 

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**Payment:** The invoice is processed and the payment is done through the current payments process. **The system sends the updated status of the invoice through Ariba Network**. 2

Order Confirmation: The supplier confirms if he agrees with the terms and prices of the purchase order (Optional Step)



Invoicing: The supplier will transform the purchase order into an invoice (PO-flip) and will be sent to Repsol.

### **02. Implemented Process: Overview** Supported Documents



#### **Supported Documents**

- ✓ Sending **Orders** to AN (materials y services)
- Order Confirmations from the Supplier (Optional).
   The rejection is not supported.
- Sending Goods Receipts (Acknowledgement of goods receipt)
- ✓ Sending Service Sheets (SS)
- ✓ Invoices of Purchase Orders.
- ✓ **Taxes** at **item** level.
- ✓ Credit memo of invoices
- ✓ Credit memo for return ítems.

#### **Unsupported Documents**

- □ Ship notices
- **Creation** of **Service Sheets** by the **supplier**.
- **Creation of time & expense sheet**
- Invoices without Purchase Order
- □ Invoices of various purchase orders at once
- **Credit memos** at **header** level (with no items)



## 03 Purchase Order Management

#### **03. Purchase order Management** Orders Management







### **03. Purchase order Management** Orders Management



• After that, you will see the last purchase orders sent to AN. You can also search or filter by different parameters:

Reset

chase Orders												
Purchase Orders	Items to Confirm	Items to Ship	Return Items									
This page will be replace	ced with our new Wo	rkbench concept soon.	Try the new Wor	kbench								
Search Filters												
Purchase Orders (1	100+)									Page	e 1 ~	» 🖬
Type Order	r Number Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	Settlement	Amount Invoiced	Revision	Actions
Order 44000	016640 1	TEST-Repsol Group				\$7,585.00 USD	4 Apr 2022	New	Invoice	\$0.00 USD	Original	Actions v
Order 44000	016638 3	TEST-Repsol				\$7,585.00 USD	4 Apr 2022	Changed	Invoice	\$0.00 USD	Changed	Actions -
Search Filters												
Customer:	All Customers		$\sim$				Order Statu	s: All	$\sim$	-		
Order Number:	Partial numb	er () Exact numb	er				View	W: All except h	nidden orders 🗸	·		
			()	)				Search	only blanket pur	chase orders		
Buyer Location Code:			(i	)				Search	only scheduling	agreement release: port orders	s or scheduling	g agreements
Invoice Number:			(i	)				Search	only service pure	chase orders		
Show orders by:	Creation Dat	e 🔵 Inquiry Date										
Date Range:	Last 31 days 5 Mar 2022 - 4 A	/ .pr 2022										
ow Advanced Filters												
								N	lumber of Results	s: 100	~	Sear

## 03. Purchase order Management

**Orders Management** 



 A purchase order is divided into two different sections: header and items. The header contains all the common informations for all the items:

Purchase Order: 4400016643		Dor
Create Order Confirmation 🔻	Notice Create Invoice V	<u>v</u> e
Order Detail Order History		
From: Customer Repool Oil & Gas USA, LLC 337 Daniel Zenker Drive Horseheads, NY 14845 United States Phone: Fax:	Tar	Purchase Order (New) 4400016643 Amount: \$24,223.02 USD Version: 1 Supplier Order Number: TEU14072 Track Order
Payment Terms () 0.000% 30 Net 30 days		Routing Status: Sent External Document Type: E&P Release Order (ZCTO)
Comments		
Header text:	****General Procurement and Purchase Conditions**** This Order will be governed by the provisions of the General Procurement and Purchase Conditions of the Rep View more »	
Header Terms:	Discount % on Net : 1.278,83- USD	
Net 30 days		
Contract Number		

### **03. Purchase order Management** Orders Management



#### • The line items can be displayed too. Clicking on details you can see more information related to the item line:

Line	ltems										Show Item I	Details 🗰
Line #	# No. Schedule Lines	Part # / I	Description		Туре	Return	Quantity	Qty (Unit)	Need By	Unit Price	Subtotal	
10	1			N	laterial		6.000	(EA) (i)	14 Mar 2022	\$610.56 USD	\$3,663.36 USD	Details
		HBT444- D	DC BODINE MOTOR FOR	HBT2, 66RP								
20	1			N	faterial		33.000	(EA) (i)	14 Mar 2022	\$623.02 USD	\$20,559.66 USD	Details
		HBT444- D	DC BODINE MOTOR FOR	HBT2, 66RP								
Order sub Received This Purch	mitted on: Tuesday 5 Apr 2022 1 by Ariba Network on: Tuesday 5 nase Order was sent by TEST-Re	10:32 AM GMT+02:00 Apr 2022 10:32 AM GMT+02:00 psol Group AN01498649226-T and deliv	vered by Ariba Network.								Sub-total: (	\$24,223.02 USD
Cr	reate Order Confirmation	Create Ship Notice	Create Invoice	-							<u>+</u> 6	ð
Line Items								Show Item	Details 🗰			
Line # N	o. Schedule Lines	Part # / Description	Type Return	Quantity	Qty (Unit)	Need By	Unit Pric	e Subtotal				
<b>10</b> 1			Material	6.000	(EA) (i)	14 Mar 2022	\$610.56 U	SD \$3,663.36 USD	Summary			
		HBT444- DC BODINE MOTOR FOR HBT2, 66RF	P									
Stat	us											
6.0	000 Unconfirmed											
Con	trol Keys											
O	der Confirmation: allowed											
Sh	nip Notice: not allowed											
In	voice: is not ERS											
In	voice Verification Type: goods receipt											
Con	nments											
Pos	ition Terms:	Discount % on	Gross : 78,70- USD									
		Discount % on	Net : 192,81- USD									
Con	tract Number											
TE	U14072											
Con	tract Line Number											
00	1080											

### 03. Purchase order Management

**Orders Management** 



• When a purchase order is modified, a new version is sent to AN. Within the new version, all the amendments can be visualized:

$\bigcirc$	Order	4400016638	3	TEST-Repsol Group	\$7,585.00 USD	4 Apr 2022	Confirmed	Invoice	\$0.00 USD	Changed	Actions 🔻
$\bigcirc$	Order	4400016638	2	TEST-Repsol Group	\$8,585.00 USD	4 Apr 2022	Obsoleted	Invoice	\$0.00 USD	Changed	Actions 🗸
$\bigcirc$	Order	4400016638	1	TEST-Repsol Group	\$8,585.00 USD	4 Apr 2022	Obsoleted	Invoice	\$0.00 USD	Original	Actions -



From:
Customer
Repsol Oil & Gas USA, LLC
337 Daniel Zenker Drive
Horseheads, NY 14845
United States
Phone:
Fax:

To:



Version: 3 (Previous Version) Supplier Order Number: TEU14072

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#### 03. Purchase Order Management Orders Management



- From the Go Live moment, all the new **Purchase Orders** will be sent to AN, the old purchase orders **modifications** will be sent using the same channel that was used at the moment of the creation of those orders (Mail, Adquira, Open Invoice,...).
- It is important to have the **order routing options** correctly configured in AN to make sure that the orders are processed through the desired channel (cxml, online, mail, ...), as well as the contact emails for **notifications**.
- Within a Repsol's purchase order there is some **information** that is important to highlight:
  - Attachments at header level: The Repsol's requisitioner can attach relevant files in the purchase order to complete the information. These attachments are located at the header of the order.

Attachments 11111.PDF (application/pdf; charset=UTF-8	)
Transport Terms Information	
Ship All Items To	

### 03. Puchase Order Management

**Orders Management** 



• **Comments**: At the header/item level it is possible to find comments introduced by the requisitioner.

From: Customer Rensol Oil & Gas USA U.C.	To:	Status
337 Daniel Zenker Drive Horseheads, NY 14845 United States		1.000 Unconfirmed
Phone: Fax:		Control Keys
		Order Confirmation: allowed
Payment Terms () 0.000% 30		Ship Notice: not allowed
Net 30 days		Invoice: is not ERS
Comments		Invoice Verification Type: goods receipt
Header text:	Comments by the requisitioner ****General Procurement and Purchase Conditions**** This Order will be governed by the provisions of the General Procurem View more »	Comments Item text: Comments by the requisitioner
		Contract Number
		TEU14072

### 03. Puchase Order Management

**Orders Management** 



General Procurement and Purchase Conditions: Within the comments section, in the header text, you will always find the General Procurement and Purchase Conditions text of Repsol, where some important links can be found about this topic.

	****General Procurement and Purchase Conditions**** This Order will be governed by the provisions of the General Procurem and Purchase Conditions of the Repsol Group (hereinafter, the "Genera Conditions") whose content can be accessed through the following link unless other terms and conditions apply to them or are attached heret
	https://www.repsol.com/content/dam/repsol-corporate/en_gb/conocenos/s liers-and-partners/general-terms-and-conditions-contracting-services-
Header text:	https://www.repsol.com/content/dam/repsol-corporate/en_gb/conocenos/s liers-and-partners/general-conditions-for-purchase-of-goods-spain.pdf
	https://www.repsol.com/en/about-us/suppliers-and-partners/upstream/in .cshtml
	The acceptance of the Order by the supplier (either expressly or by t performance by the supplier of acts for their execution or fulfillmen in whole or in part) also implies the acceptance of the General Conditions or, if applicable, the terms and conditions attached heret In the event of inconsistency between the provisions of this Order an the General Conditions, the provisions of the General Conditions shal prevail unless expressly indicated otherwise in this Order View less »

### 03. Puchase Order Management

**Orders Management** 



 Taxes: Sometimes, the requisitioner can include a tax code related to the material/service. This value appears in the PO at item level:

Тах					
Tax Category	Tax Rate (%)	Taxable Amount	Tax Amount Tax Location	Description	Exempt D
VAT	21	500.00 EUR	105.00 EUR	IVA AL 21%	

When the invoice is generated, the system proposes this value, but it is possible to modify it later.

 Mixed orders: The requisitioner can send orders with service and material items within the same purchase order, this type of orders in AN are considered as services purchase orders. To invoice them it is mandatory to receive the goods receipt (Acknowledgement of goods receipt) and/or the service sheet (SS).

### 03. Purchase Order Management

**Orders Management** 



**Discounts**: The price that appears in the PO is always the net Price. In the PO header and/or the ítems of the PO it is possible to dispay all the discounts applied in the PO.

📥 REPJOL			Line Items							
			Line #	No. Schedule Lines	Part # / Description		Туре	Return	Quantity	
From: Customer		То:	10	1			Material		6.000	
Repsol Oil & Gas USA, LLC 337 Daniel Zenker Drive Horseheads, NY 14845					HBT444- DC BODINE MC	TOR FOR HBT2, 66	6RP			
United States Phone:				Status						
Fax:				6.000 Unconfirmed						
Payment Terms ① 0.000% 30 Net 30 days Comments Header text: Header Terms:	****General Procurement and Purchase This Order will be governed by the prov Procurement and Purchase Conditions Discount % on Net : 1.278,83- USD	Conditions**** isions of the General of the Rep Vlew more »		Control Keys Order Confirmation: allowed Ship Notice: not allowed Invoice: is not ERS Invoice Verification Type: goods rece Comments	ipt					
Net 30 davs				Position Terms:		Discount % on	Gross : 78,70-1	JSD		
				Contract Number		Discount 90 On	Net : 192,01° U	50		

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### 03. Purchase order Management

**Orders Management** 



**Unplanned delivery costs** : The requisitioner can add unplanned delivery costs at item level related to the material purchase. For example, transport costs, customs... Or other kind of additional costs not included in the material price.

Deducciones	educciones o descuentos y cargos								
Тіро	Descripción	Código de servicio	Fecha de inicio	Fecha de finalización	Importe				
Cargo	L-Gest Aduana(Imp)	RK2202_ZOB1			100,00 EUR				

After that, those costs could be included in the invoice along with the proper tax.



## 04 Order Confirmation



Once the PO reaches AN, the supplier has the option to **confirm** that it is possible to process the PO with the price and terms sent. This step is **optional**.

#### Purchase Order: 4400016640

Create Order Confirmation	n 🔻 🔤	Create Ship Notice
Confirm Entire Order		
Update Line Items	istory	
Reject Entire Order		

It is only possible to confirm the entire order, it is not allowed to make changes in prices/quantities, or dates. If it is necessary to make any change or to reject the entire order, it will be necessary to contact directly to the Repsol's buyer since it is not possible in AN.

To confirm a purchase order, you must enter in a PO and then click on: Create Order Confirmation -> Confirm Entire Order.

Order Confirmation Header

- It will be necessary to introduce a number of confirmation.
- After that, click on next.

Ρι	Purchase Order: 4400016638			Confirmation #: Associated Purchase Order #:	<b>I</b> 4400016638		_
				Customer:	TEST-Repsol Group	Exit	Next
				Supplier Reference:			
	Create Order Confirmatio	n 🔻	Create				
	Confirm Entire Order	Order		Attachments			
				Name	Size (bytes)		
	Update Line Items	istory					
	Reject Entire Order						
				Choose File No file chosen	Add Attachment		
				The total size of all attachments cannot	t exceed 100MB		





After that, an overview of the order confirmation will be displayed. If everything is correct, click on Submit.

Confirming PO					Previous Subm	t Exit
1 Confirm Entire Order	Confirmation Update					
2 Review Order Confirmation	Confirmation #: 44000164 Supplier Reference: Attachments:	538-1				
	Line Items					
	Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
	▼ 00010	SERVICES Current Order Status:		14 Mar 2022		\$7,585.00 USD
	00010.10	Confirmed As is 1022 WATER ANALYSIS	101.000 (EA) 🛈		\$85.00 USD	\$8,585.00 USD
					Previous	t Exit

The order confirmations are visible in the following path: Fulfillment -> Order Confirmations

It is possible to use filters to look for a specific order confirmation:

Home Enablement	Workbench C	Orders 🗸	Fulfillment ∨	Invoices ∨	Pa ► Search Filters	
Purchase Orders			Order Confirmation	IS	Order Confirmations (9)	
i dicildoc ordero			Service Sheets		Confirmation ID	Customer
					4400016638-1	TEST-Repsol Group
Purchase Orders	Items to Confirm	Items to	Time and Expense	Sheets	CA40	TEST-Repsol Group
i dichase orders	items to commit	items t			CA32.2MAT 🖉	TEST-Repsol Group
▲ This page will be	replaced with our new W	orkbench co	Ship Notices	h		
			Goods Receipts			
Search Eilter		Sales Orders				
	5		Drafts			
		1				





# 05 Goods Receipt

#### 05. Goods Receipt Goods Receipt

- The **goods receipt** will always be created by a Repsol's user. They will be sent to AN. It is not possible to generate a goods receipt directly in AN.
- In the goods receipt the details as the quantity or the amounts are displayed.

Receipt: 5000465449												Done
Print   Export cXML												
Detail History												
From: TEST-Repsol Group 337 Daniel Zenker Drive Horseheads, NY 14845 United States			To:				Receipt:	Receipt No.: 5000 Receipt Date: 29 M	465449 ar 2022			
										R	outing Status: elated Documents	Sent :: 4400016619
Item Order Line Number	Part # / Description	Customer Part #	Batch #	Customer Batch #	Packing Slip ID	Packing Slip Date	Qty (Unit)	Delivery Address	Туре	Unit Rate	Amount	Status
Purchase Order: 4400016619												
1 20 Comments	Line 20 Material				NOTAAA		2.000 C62 (i)	Not Specified	Received	\$100.00 USD	\$200.00 USD	



#### 05. Goods Receipt Goods Receipt



To see a goods receipt you must go to: Fulfillment -> Goods Receipt

It is possible to use filters to look for a specific Goods Receipt

Home Enablement Workbench Orders $\vee$	Fulfillment 🗸 Invoices	✓ Payments	Goods Receipts				
Goods Receipts	Order Confirmations		► Search Filters				
Search Eilters	Service Sheets Time and Expense Sheets		Goods Receipts (32)				
	Ship Notices		Receipt Number	Reference			
Goods Receipts (32)	Goods Receipts		5000465449	4400016619			
	Sales Orders		5000465430	Not Available			
Receipt Number	Drafts	Custo	5000465155	4400016535			
5000465449	4400016619	TEST-	5000465145	4400016523			



# 06 Service Entry Sheet (SES)

To see a Service Entry Sheet you must go to: Fulfillment -> Service Sheets

It is possible to use filters to look for a specific Service Entry Sheet 

Home	Enablement Workbench Ord	ers 🗸 🛛 Fulfillment 🗸 Invoices 🗸	Pέ	Service Sheets									
Goods	Receints	Order Confirmations	der Confirmations										
Goods		Service Sheets	ce Sheets Service Sheets (290)										
•	Search Filters	Time and Expense Sheets		Service Sheet # 1	Customer	Related PO	Date						
		Ship Notices		6000526023	TEST-Repsol Group	4400016071	10 Nov 2021						
		Goods Receipts		6000526025	TEST-Repsol Group	4400016071	10 Nov 2021						
G	oods Receipts (32)			6000526026	TEST-Repsol Group	4400016058	11 Nov 2021						
		Sales Orders		6000526027	TEST-Repsol Group	4400016058	11 Nov 2021						
Re	ceipt Number	Drafts											
500	00465440	4400016610											

### 06. Service Entry Sheet Service Entry Sheet (SES)



# 06. Service Entry Sheet Service Entry Sheet (SES)



- The service entry sheets will always be created by a Repsol's user. They will be sent to AN. It is not possible to generate a SES directly in AN.
- In the SES the details about the Service start/end date will be sent, along with the quantities, prices and any other kind of comment included by the Repsol's user.

& Gas USA, LLC

Service Sheet (Invoiced) 6000526023 Date: 11 Nov 2021 Final Service Sheet: No Purchase Order: 4400016071 Subtotal: \$75.00 USD Service Start Date: 10 Nov 2021 Service End Date: 10 Nov 2021	
From	To Repsol Oil & Gas USA, LL TEST-Repsol Group 337 Daniel Zenker Drive Horseheads, New York 14845 United States Phone: Fax: Address ID: 1002
Comments	

### **06. Service Entry Sheet** Service Entry Sheet (SES)



- Since the SES is a documents created outside of AN, the supplier will be unable to **modify** neither the **price** nor the quantity when creating the invoice (those are not editable fields).
- If it is necessary to make any change, the supplier must contact the Repsol's requisitioner, who can reject the SES and generate a new one with the required amendments. In AN the supplier can see **two SES** with the same numbering, one of them approved and the other one rejected.





# 07 Invoice Management



To create an invoice you must enter in a PO and click on Standard Invoice (or on Line-Item Credit/Debit Memo, in case that is our purpose) :

Purchase Order: 4400016633

Create Order C	Confirmation 🔻	Create Ship Notice	Create Service Sheet	Create Invoice 🔻
Order Detail	Order History			Standard Invoice
				Line-Item Debit Memo





- There is some information that need to be filled out. For example the number of invoice and the service start/end date:
- Once the information is completed click on next and then on submit:

Create Invoice		Payment Term	
		Discount or Penalty Term(days): 30 Percentage(%): 0.000 Net 30 days	
<ul> <li>Invoice Header</li> </ul>		Additional Fields	
		Supplier Account ID #:	Service Start Date:*
Summary		Customer Reference:	Service End Date: *
Purchase Order:	4400016633	Supplier Reference:	
Invoice #:*		Payment Note:	
Invoice Date:*	4 Apr 2022		Customer: Repsol Oil & Gas USA, LLC
Service Description:		I I	
Supplier Tax ID:			
Remit To	~	Update Save Exit Next	
		Previous Save Submit Exit	

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#### 07. Invoice Management Requirements

Tax information for differents locations:

Spain

#### Régimen Especial

#### USA/Canada

		Información adicional impuestos:	(no value) V		Tax Category:			_	
Tax Category: 0% VAT / FACTURA SIN IMPUES	To: Taxes	Туре	(no value)						Standard Tax Selections
Include Type Part # D	esc 0% VAT / FACTURA SIN IMPUESTOS 4% VAT / IVA al 4%	SERVICE	REG. Régimen general	_	Include	Туре	Part #	Des	Sales
MATERIAL F	10% VAT / IVA al 10%	000	REC. Régimen especial criterio de caja	_				SEF	VAT
Receipt #: 5000944	21% VAT / IVA al 21% 0% VAT / IGIC FACTURA SIN IMPUESTOS	Service	TRS. Tracto sucesivo		۲	SERVICE	1022	w	GST
Unit Conversion: 1	3% VAT / IGIC al 3% 6.5% VAT / IGIC al 6.5%		EXE. Exención general	ils	s	Service	Sheet #: 600052	7345	PST
Category:* VAT	7% VAT / IGIC al 7%	Category:*	IEX. IGIC Operaciones exentas		Include	Туре	Part #	Des	QST
Location:	9.5% VAT / IGIC al 9,5% 13.5% VAT / IGIC al 13,5%	Location	INV. Inversión sujeto pasivo		۲	SERVICE	1022	w	Usage
Description: IVA AL 21%	15% VAT / IGIC al 15%	Location.	NOS. No sujeto	.iii		Sonico	Shoot #: 600052	7250	Withholding Tax
Regime:	-100% Withholding Tax / Indicar % y descripción de Retención	Description:	RDA. Régimen de depósito distinto del aduanero	lie	Include	Type	Part #	Des	Other Tax
Date Of Pre-Pavment:	Other Tax	Regime:	OTR. Otros			SERVICE	1022	WAT	Configure Tax Menu



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#### **07. Invoice Management** Requirements

- To display the invoices, credit memos or debit memos you must click on: Invoices -> Invoices / Credit Memos / Debit Memos.
- You can also filter by different parameters:

Home       Enablement       Workbench       Orders ✓       Fulfillment ✓       Invoices ✓       Payments ✓         Purchase Orders       Invoices       Invoices       Credit Memos       Invoices (63)         Purchase Orders       Items to Confirm       Items to Ship       Return       Debit Memos       Invoice #       Customer       Reference       Sub									Invo	ices					
Purchase Orders       Invoices         Purchase Orders       Items to Confirm       Items to Ship       Return         Debit Memos       Invoice #       Customer       Reference       Sub         Image will be replaced with our new Workbench concept soon. Try the r       Drafts       CA33.5SES ●       TEST-Repsol Group       4400016489       Onti	Home	Enablement	Workbench	Orders ∨	Fulfillm	ent ∨	Invoices ∨	Payments	Г						
Purchase Orders Items to Confirm Items to Ship Return   Debit Memos Invoice # Customer   Invoice # Customer   Casses @ TEST-Repsol Group   Orafts Casses @	Purcha	se Orders					Invoices		Search Filters						
Purchase Orders Items to Confirm Items to Ship Return   This page will be replaced with our new Workbench concept soon. Try the restance Debit Memos Invoice # Customer Reference Sub   Drafts Drafts CA33.5SES  TEST-Repsol Group 4400016489 Onli							Credit Memos	;		Invoi	ces (63)				
This page will be replaced with our new Workbench concept soon. Try the r       Timestamp Verification       CA33.5SES 《       TEST-Repsol Group       4400016489       Onli         Drafts       CA28.9ASES       TEST-Repsol Group       4400016469       Onli	Pure	chase Orders	Items to Confirm Items to Ship Return		Debit Memos	nos			Invoice #	Customer	Reference	Submit Method			
Drafts CA28.9ASES TEST-Repsol Group 4400016469 Onli	🛆 Th	Purchase Orders Iter This page will be replaced	placed with our new V	aced with our new Workbench concept soon. Try the r		Timestamp Verification		(	$\bigcirc$	CA33.5SES 🖉	TEST-Repsol Group	4400016489	Online		
							Drafts		(	$\bigcirc$	CA28.9ASES	TEST-Repsol Group	4400016469	Online	
CA04.2SES TEST-Repsol Group 4400016535 Onli									(	$\bigcirc$	CA04.2SES	TEST-Repsol Group	4400016535	Online	





- Invoices with Purchase Order (Po-flip): It is only allowed to create invoice with a PO as a reference. It is not posible to create invoices without PO or with contracts.
- **Past Date**: It is allowed to enter an invoice with a date in the past. You can indicate a date of 45 days prior to the invoice at most.
- **Invoice number (reference):** The invoice reference cannot contain lowercase letters, and only these special characters are allowed:
  - . Period and : Colon
  - Hyphen and \_ Underscore
  - / Slash and \ backslash
  - # Hash

**Taxes**: In the countries where it is mandatory, the tax will need to be indicated always at item level. It is not possible to insert taxes at header level.

For the Services Invoices, it is not possible to mix different kind of taxes within the same item line (service parent line). If the services contained within the same parent line have different kind of taxes, they will have to be invoice separately.



- It is **not** possible to invoice at once return items and normal items within the same invoice
- It is not possible to invoice a SES partially
- It is possible to invoice a GR partially
- It is possible to invoice within the same invoice various SES, as long as they belong to the **same PO and item line**
- It is possible to invoice within the same invoice various GR, as long as they belong to the **same PO**



Customer Relationships: It is possible to see all the customer relationships of Repsol in the following path: Account Setting -> Customer Relationships

	Customer	Network ID	Relationship Type	Approved Date	
	TEST-Repsol Group	AN01498649226-T	Trading	5 Oct 2021	
Ļ	Reject				
Co	ountry-based Invoice Rules				
Dov	wnload Invoice Rules	<b>K</b>	Originating Country of Invoice:	ll Other Countries 🗸	
c	General Invoice Rules				
F	Allow suppliers to send invoices to this account.				Yes
A	Allow suppliers to send invoices with service information.	í			Yes
F	Require line-item credit memo to reference another invol	ce.			No
A	Allow suppliers to send invoice attachments. $(\bar{\mathrm{i}})$				Yes
Y	/our procurement application can download invoice attac	chments (MIME multipart messages).			Yes
F	Require suppliers to send invoice attachments. $(i)$				No



# 08 Account Configuration

### 08. Account Configuration

#### Configuration of AN account

**VAT ID**: It is possible to add the registered number of the company. **Recommended but not mandatory** 



#### Configure Supplier Addresses Served by This Account

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#### Address Name



- **Remittance ID**: To send invoices to the Repsol' system, it is required to configure the Remittance ID in the following path: Settings->Remittances.
- This ID will be provided by the Onboarding team of Repsol. In case of having more than one, it is possible to select one as default. At the moment of creating the invoice you can select one of those values as the **invoice's issuer**. Each issuer must have his own Remittance ID.

Electronic Order Routing	Electronic Invoice Routing	Accelerated Payments	Settlement	Data Deletion Criteria		
* Indicates a required field						
Set up early payments auto-acceptance rule						
EFT/Check Remittances						
Address †		City		State	Country/Region	
$\bigcirc$						
Le Edit	Delete Create					
Notifications						

### **08. Account Configuration** Customer Support



**Business Related Questions** 

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Useful Links Repsol Supplier Information Portal <u>https://support.ariba.com/item/view/189934</u>

New Supplier Portal and workbench <u>https://my.ariba.com/2019-new-supplier-experience.html</u>

SAP Ariba Network Standard Account <u>https://support.ariba.com/item/view/183459\_es?min=0&to</u> <u>olbars=1&gutter=1&popwin=0&footer=1</u>



# Thank you!!