

### Nouryon

Need help? Please have a look at our Nouryon supplier portal or reach out to Ariba via the support

Quick Reference Card (QRC) Ariba

Date August 9, 2019 Version 1 Doc.code QRC\_Suppliers\_9.3

# **Guidelines for Suppliers**

#### Creating a Service Sheet in Ariba

1) If you open the PO of your customer Nouryon via the 'Process Order' button in the email, you also have the option to 'Create Service Sheet'

 Put in a Service Sheet #.
 Please note that this field has a character limit of 16 characters.

 Provide information in the Service Description on the scope of the entire Service Sheet

4) Put the Start Date and End Date of the Service for which this Service Sheet is applicable, e.g. the month of August. If you tick the box the Service Start Date and End Date will be copied to the Service Sheet line items

 Here you can put your internal Reference #

6) In case you need to add Attachments, e.g. time sheets, or Comments you can click on these buttons

7) If you have clicked on 'Comments' in step 6, the field becomes available.

8) If you have clicked on 'Attachments' in step 6, the field becomes available and you can browse for attachments to add. Make sure to add the necessary details, e.g. daily hours overview, for the Nouryon team to be able to properly review and assess the Service Sheet for approval.

Create Order Confirmation V	Create Service S	neet	Create Invoice	,
aate Service Sheet	Upda	ite Sav	e Exil	Next
Service Sheet Header		* Indica	ites required field Ad	d to Header 👻
immary				
Purchase Order: 4200002988 Service Sheet#:* 1234567	2 Subtotal: Service Start Date: *	1 Aug 2019	0.00 EUR	
Service Sheet Date: * 13 Aug 2019	Service End Date: *	31 Aug 2019		4
Service Description: Service Description Header	3		ice start and end dates to	
Iditional Fields	_			
	5 To:	Nouryon Chemica	Is LLC	
Supplier Reference: 123456 From: TEST SUPPLIER LEGAL-TEST		Corporation Service		
		Little Falls Drive Wilmington , IL DE United States	19801	
eld Contractor:	Field Engineer:			
Name:	Name:			
Email:	Email:			
Phone: USA 1 🗸	Phone: USA 1 🗸			
	Approver: Name:			
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Add Comments Add Attachments 6				
ment				
Comments: Comments Header level				Remove
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chments				
otal size of all attachments cannot exceed 100MB				Remove
		Browse	Add Attachment	
Name	Size (bytes)	Co	intent Type	
Daily hours and details for week 32 - worker John Doe.pdf Download	286881	ap	plication/pdf	



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9) Initially, the Service Entry Sheet Lines will be empty. You need to add a line by clicking on 'Add'

Click on 'Add
 Unplanned Item'

11) To complete your line item, you need to fill in a Description. This is different than the description you filled in step 3, as this description is for a specific line item. In case you have need multiple line items due to different tax percentages, you can create multiple Service Entry Sheet Lines

Code	Description
HUR	Hour
EA	Each
ANN	Year
DAY	Days
MON	Month
and dealers a	tale to the

and distinguish via the description.

12) To add the Unit of Measure (EA is mostly used), type the Unit Code and select. Below the codes available:

13) Fill in the net amount of the Service Sheet in the 'Price' field

14) Click on 'Update'. Now the Currency will be added in the 'Price' field, and the 'Subtotal' field will be filled as well.

15) In case you want to add multiple line items to your service sheet, you can Copy the line item here.

16) Enter Comments on the line item level if needed
17) Click on 'Next' after you have completed your Service Sheet

			(1	) FOR	UNPLANNE	D SERVICES:		
Ser	vice Entry	Sheet Li	nes					
Line N	lo. Part No. /	/ Description					Contract #	9
1	Not Avai IP Licens	lable les for NL loc	ations				10 /	Add -
4	Add Pricin	g Details						
Serv	ice Entry Sł	heet Lines					Ne	t amount
ine No	o. Part No. / Des	C. C. S.				Contract #		
1	Not Available IP Licenses for	e or NL locations				1		Add 👻
	Include	Service ID	lescription	Туре	Item Type	Qty / Unit 13	Price Subtot	al
	۲		1	1 Service	VIII Unplanned Adhoc	1 E 1,000.0	0 EUR 1,000.00 EUR	Delete Copy
		Description	Line Item 80 characters			12 EA - Each Search for more		15
	SERVICE PER	RIOD				Contraction more		
		Start Date:	1 Aug 2019	8	End Date:	31 Aug 2019 📰		
	COMMENTS							
	Add Co	mments Cr	omments on the line item leve	əl		16		
	has not seen to be a set of the s							
4 [	Add Pricing D	etails						-
<b>•</b> [	Add Pricing D	etails				14 Update	Save Est	17 1 Next

#### (2) FOR PLANNED SERVICES:

vice E	intry Sheet Lines									
la.	Part No. / Description Contract #									
00010	Non-INT Planned service									Add 🔻
	Include Service ID	Туре	Item Type	Qty / Unit		Price Sublicital				
	planned lin	ne 1	Service V	Planned	10	EA ①	100.00 EUR	1,000,00 EUR	Delete	Сору
	SERVICE PERIOD									
	Start Date:			End Date:						
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	Unit Conversion:*			Description:	1.000					
	COMMENTS Add Comments:				16					
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	SERVICE PERIOD Start Date:			End Date:		8	1			
	PRICING DETAILS Price Unit:	EÁ		Price Unit Quantity:	1.000					
	Unit Conversion:*	1		Description:						
	COMMENTS Add Comments									
Add	Pricing Details									
									_	0
							Update So	ve Exit		Next



## Nouryon

<ol> <li>Perform a final check</li> </ol>		
on the information in your	Create Ser	vice Sheet
Service Sheet before you	In a state	
submit the document	Service Sheet 1234567 Date: 13 Aug 20	
<b>19)</b> If you want to make	Final Service St Purchase Order Service Description	ieet: No - 🗋 4200002988 tion: Service Descriptic
changes to your Service	Subtotal: 1,000 Service Start Da	00 EUR ate: 1 Aug 2019
Sheet you can click on Provious' to go back to the		te: 31 Aug 2019
Previous' to go back to the previous page		IER LEGAL-TEST R LEGAL-TEST
20) If you click on 'Save' you can continue to work		
on the Service Sheet later	Comments Comments Hea	der level
	Attachments	
21) By clicking 'Submit'	Ø Daily hours	and details for wee
he Service Sheet will be	Capileo (	Tata Chest Line
sent to your customer		Entry Sheet Line: ype Service #/
Nouryon for review and	1	Not Availa
approval	1 5	IP License ervice
		Descriptio
<b>11)</b> After the Convice		
22) After the Service		
Sheet is submitted, you		
can either print it or click on 'Exit' and return to the		
Purchase Order		
22) After the Convice		
<b>23)</b> After the Service		
Sheet is submitted, and		
approved, the status of the Purchase Order changes		
nto Partially Serviced		
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24) The document will be		
added to the Related		
Documents overview so		
ou can always find it on		
, our Purchase Order		

Create S	Service S	Sheet			Previo	ous	Save	Submit	Exit
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Purchase O Service Des Subtotal: 1,0 Service Star	g 2019 e Sheet: No rder: 10 4200	rice Description Header 1 2019			Subtotal	1,000.00 EUF	3		
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Comments Comments I	Header level								
		tails for week 32 - worker John Doe.pdf							
Servic	e Entry S	heet Lines						Show Item Details	т
Line #	Туре	Service # / Description		Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal	
1		Not Available IP Licenses for NL locations							
1	Service	Description Line Item 80 characters		Unplanned Adhoc		1 (EA) 🛈	1,000.00 EUR	1,000.00 EUR	Details
								Service Entry S	
								Subtotal 1,000	0.00 0000



