SAP Ariba /\\

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	Version	Doc.code
	August 9, 2019	1	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'

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

3) 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

5) 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.

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

10) 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 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 UNPLANNED SERVICES:

(2) FOR PLANNED SERVICES:

18) Perform a final check on the information in your Service Sheet before you submit the document

19) If you want to make changes to your Service Sheet you can click on 'Previous' to go back to the previous page

20) If you click on 'Save' you can continue to work on the Service Sheet later

21) By clicking 'Submit' the Service Sheet will be sent to your customer Nouryon for review and approval

Create Service Sheet

[Previous] [Save] [Submit] [Exit]

Confirm and submit this document.

Service Sheet
1234567
Date: 13 Aug 2019
Final Service Sheet: No
Purchase Order: 4200002988
Service Description: Service Description Header
Subtotal: 1,000.00 EUR
Service Start Date: 1 Aug 2019
Service End Date: 31 Aug 2019

Subtotal: 1,000.00 EUR

From
TEST SUPPLIER LEGAL-TEST
TEST SUPPLIER LEGAL-TEST

To
Nouryon Chemicals LLC
Nouryon - TEST
Corporation Service Company 251
Little Falls Drive
Wilmington , IL DE 19801
United States
Address ID: 0196_BillTo

Supplier Reference: 123456

Comments
Comments Header level

Attachments
Daily hours and details for week 32 - worker John Doe.pdf

Service Entry Sheet Lines   Show Item Details ▦

Line #	Type	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 Summary
Subtotal: 1,000.00 EUR

22) After the Service Sheet is submitted, you can either print it or click on 'Exit' and return to the Purchase Order

Service Sheet 1234567 has been submitted.

- Print a copy of the service sheet.
- Exit service sheet creation.

23) After the Service Sheet is submitted, and approved, the status of the Purchase Order changes into **Partially Serviced**

24) The document will be added to the Related Documents overview so you can always find it on your Purchase Order

Purchase Order
(Partially Serviced)
4200002988
Amount: 40,000.00 EUR
Version: 1

Routing Status: Acknowledged
Related Documents: 📎 1234567