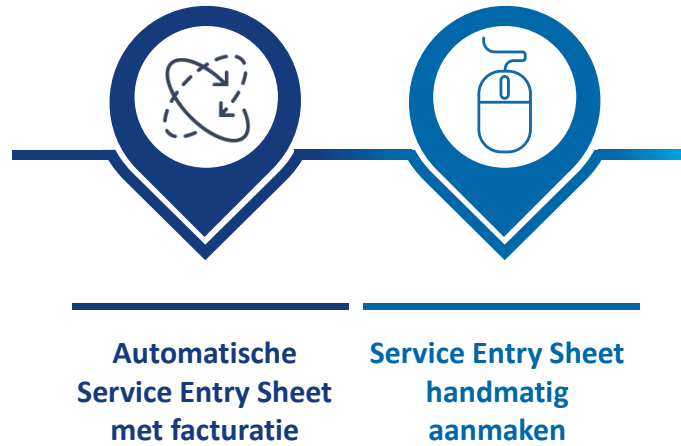




Richtlijnen voor leveranciers

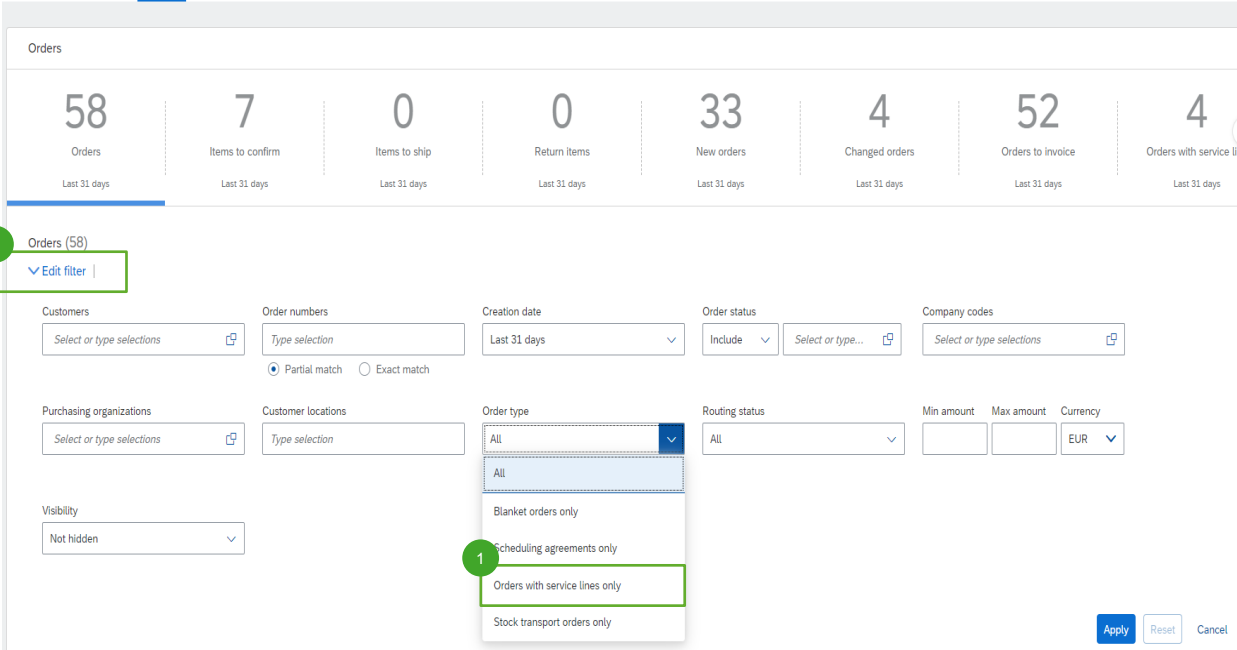
Een Service Entry Sheet verzenden

Inhoudsopgave



Een factuur opstellen met een automatisch SES

Het juiste purchase order terugvinden



The screenshot shows the 'Orders' dashboard in the Umicore system. At the top, there are navigation tabs: Home, Enablement, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and Reports. A 'Create' button is visible in the top right. Below the navigation, there are eight summary cards for 'Last 31 days': Orders (58), Items to confirm (7), Items to ship (0), Return Items (0), New orders (33), Changed orders (4), Orders to invoice (52), and Orders with service lines (4). A green circle with the number '1' highlights the 'Orders (58)' card, which has a dropdown arrow and the text 'Edit filter'. Below the summary cards, there are several filter sections: Customers, Order numbers, Creation date, Order status, Company codes, Purchasing organizations, Customer locations, Order type, Routing status, Min amount, Max amount, Currency, and Visibility. The 'Order type' dropdown menu is open, showing options: All, Blanket orders only, Scheduling agreements only, Orders with service lines only, and Stock transport orders only. A green circle with the number '1' highlights the 'Orders with service lines only' option. At the bottom right, there are 'Apply', 'Reset', and 'Cancel' buttons.

Log in op uw account op supplier.ariba.com en ga naar de lijst van alle inkooporders via 'Orders' > 'Purchase Orders'.

- 1 Lokaliseer het serviceorder met 'Edit filter' (filter bewerken) en selecteer onder 'Order type' 'Orders with service lines only' (alleen orders met servicelijnen).

Het juiste purchase order terugvinden

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

2 Zodra u het juiste serviceorder op de Ariba-account hebt teruggevonden, kunt u op 'Standard invoice' klikken om voor dit order een standaardfactuur aan te maken.

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

Hoofdinggegevens voor de factuur invullen

Create Invoice Update Save Exit Next

Invoice Header * Indicates required field Add to Header

Summary

Purchase Order: 549800024	Subtotal: 0.00 EUR	View/Edit Addresses
Invoice #: 1	Total Tax: 0.00 EUR	
Invoice Date: 20 Dec 2022	Total Gross Amount: 0.00 EUR	
Service Description:	Total Net Amount: 0.00 EUR	
Supplier Tax ID:	Amount Due: 0.00 EUR	

Remit To: ACCT 1

Brussels
Belgium
Bill To: Umicore SA
Brussels
Belgium

Shipping

Header level shipping Line level shipping

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

Payment Term

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

3 Op het hoofdingniveau van de factuur moet u een factuurnummer ('Invoice #') en uw btw-nummer ('Supplier Tax ID') invoeren.

Hoofdinggegevens voor de factuur invullen

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Payment Note:

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

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

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

Service Supervisor

Service Supervisor Name:

Service Supervisor Email:

Service Supervisor Phone: USA 1

Tax paid through a Tax Representative

Umicore Contact

Umicore Contact Name:

Umicore Contact Email:

Umicore Contact Phone: USA 1

Supplier VAT

Supplier VAT/Tax ID:*

Supplier Commercial Identifier:

Supplier Commercial Credentials:

Customer VAT

Customer VAT/Tax ID:* BE0401574852

Supplier Legal Form.*

[View/Edit Addresses](#)

[View/Edit Addresses](#)

- 4 Bij een factuur voor diensten heeft u als leverancier de optie om de detailgegevens van de service supervisor ('Service Supervisor') en de contactpersoon bij Umicore ('Umicore Contact') bij te werken.
- 5 Verder moet u hier reeds uw btw/fiscaal nummer ('Supplier VAT/Tax ID') invoeren.
- 6 Op hoofdingniveau moet u ook de start- en einddatum van de dienst invoeren ('Service Start Date' en 'Service End Date').

Lijnitemgegevens voor facturatie invullen

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

Insert Line Item Options

Tax Category: 0% VAT Discount Add to Included Lines

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

Line Item Actions

7 U kunt lijnitems aan uw factuur toevoegen via de knop 'Add/Update' (toevoegen/bijwerken). Er zijn verschillende opties: (1) contract-/catalogusitems ('Contract/Catalog Items'), (2) algemene ad-hocdienst ('General Service'), (3) arbeidsdienst ('Labor Service') of (4) gebruikt materiaal ('Material').

Belangrijke informatie:

i Indien u met de buyer contractuele tarieven hebt bedongen, moet u lijnitems toevoegen via 'Add Contract/Catalog Items' om de SES door de requester te kunnen laten goedkeuren.

Lijnitemgegevens voor facturatie invullen

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

Insert Line Item Options Add to Included Lines

Tax Category: 0% VAT Discount

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

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

Tax

Additional Fields: INTRASTAT / Commodity Code: TEST NLE

Line Item Actions:

- 8 Bij een algemeen service-item moet u de lijnitemgegevens invullen, zoals het onderdeelnummer ('Part #'), de meeteenheid ('Unit'), de eenheidsprijs ('Unit Price'), enz. Dit wordt automatisch ingevuld als er een catalogus- of contractitem wordt toegevoegd.
- 9 Daarna dient u voor de lijnitems de correcte btw-categorie ('Tax Category') toe te voegen.
- 10 Zodra alle lijnitems op de factuur zijn toegevoegd, moet u op 'Next' (volgende) klikken om de factuur na te kijken.

Factuur nakijken

Create Invoice

Previous Save **Submit** Exit

11

Confirm and submit this document. It will be electronically signed according to the countries of origin and destination of invoice. This transaction qualifies as Domestic Trade. The document's originating country is: Belgium. The document's destination country is: Belgium.
If you want your invoices to be stored in the Ariba long term document archiving, you can subscribe to an archiving service. Note that you will also be able to archive old invoices once you subscribe to the archiving service.

Standard Invoice

Invoice Number: I5498000028	Subtotal: 150.00 EUR
Invoice Date: Tuesday 20 Dec 2022 3:08 PM GMT+01:00	Total Tax: 31.50 EUR
Original Purchase Order: 5498000028	Total Gross Amount: 181.50 EUR
	Total Net Amount: 181.50 EUR
	Amount Due: 181.50 EUR

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

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

SUPPLIER INFORMATION:

11 Nadat u de opgestelde factuur hebt nagekeken, kan u die ter goedkeuring indienen en automatisch een SES laten opstellen.

Opgestelde factuur en SES nakijken



Orders

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

Orders (38)

[Edit filter](#) | [Last 31 days](#) | [Orders with service lines only](#)

[Resend Failed Orders](#) | [Print](#) | [Refresh](#)

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

Purchase Order: 5498000028

[Create Order Confirmation](#) | [Create Ship Notice](#) | [Create Service Sheet](#) | [Create Invoice](#)

[Order Detail](#) | [Order History](#)

Umicore

From Customer: Umicore SA, Boulevard de Marais 1000 Brussels, Belgium. Phone: +32 2 736 2369. Fax: +32 2 736 2369. Email: ingre@umicore.com

To: DELOITTE BELGIUM (UMO)-TEST, Gateway Building LeClairpark Brussel, 1930 Zaventem, Belgium. Phone: +32 2 736 2369. Fax: +32 2 736 2369. Email: ingre@umicore.com

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

Payment Terms: 0/00/90 30, Within 30 days due net from date of invoice

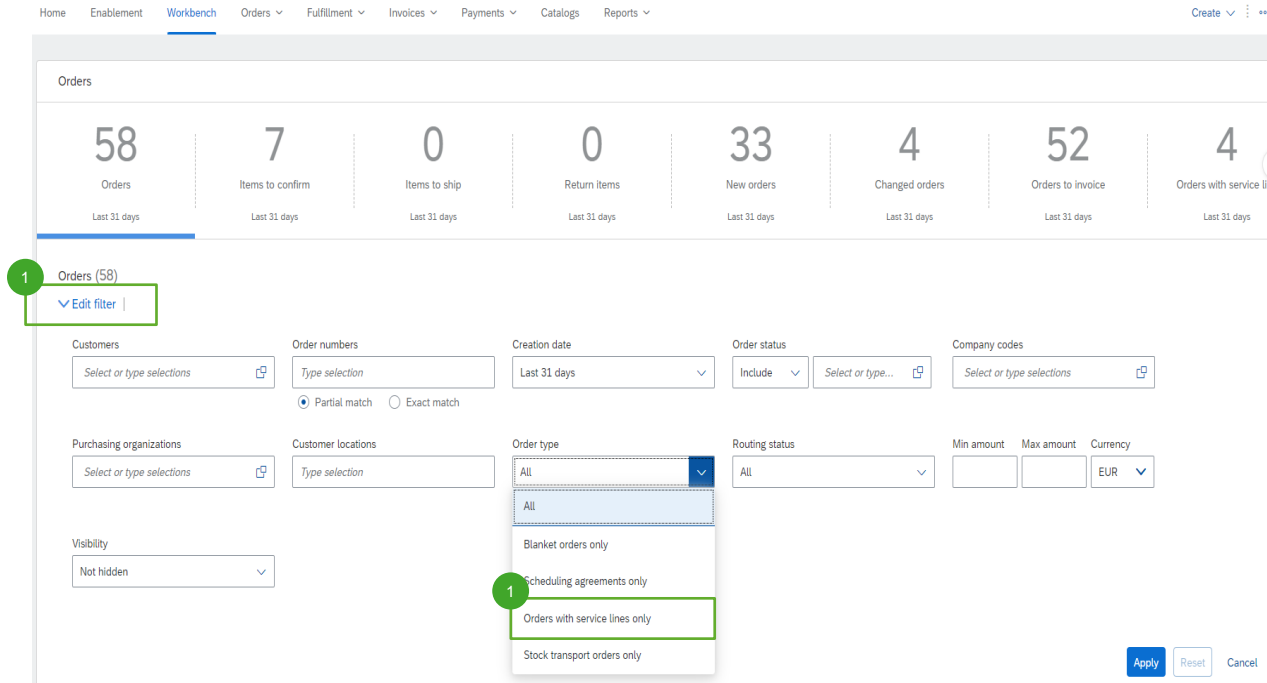
Comments: Opening text and Closing days: Please read the document in the attachment for purchase order and by instructions.

Attachments: Attachment 1: External Doc: 5498000028_55_1, Related Documents: 5498000028_55_1, 5498000028

- 12 Om de factuur en de automatisch aangemaakte SES op te halen, moet u het oorspronkelijke serviceorder zoeken.
- 13 U kunt de aangemaakte factuur en SES terugvinden onder 'Related Documents'. Zodra de requester de SES heeft goedgekeurd, wordt de factuur naar Umicore gestuurd.

Handmatig een service entry sheet aanmaken

Het juiste purchase order terugvinden



The screenshot shows the 'Orders' dashboard in the Umicore system. At the top, there are navigation tabs: Home, Enablement, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and Reports. A 'Create' button is visible on the right. Below the navigation, there are eight summary cards showing counts for: Orders (58), Items to confirm (7), Items to ship (0), Return items (0), New orders (33), Changed orders (4), Orders to invoice (52), and Orders with service lines (4). A green circle with the number '1' is placed over the 'Orders (58)' card, and a green box highlights the 'Edit filter' link below it. Below the summary cards, there are several filter sections: Customers, Order numbers, Creation date, Order status, Company codes, Purchasing organizations, Customer locations, Order type, Routing status, Min amount, Max amount, Currency, and Visibility. The 'Order type' dropdown menu is open, showing options: All, Blanket orders only, Scheduling agreements only, Orders with service lines only, and Stock transport orders only. A green circle with the number '1' is placed over the 'Orders with service lines only' option, and a green box highlights it. At the bottom right, there are 'Apply', 'Reset', and 'Cancel' buttons.

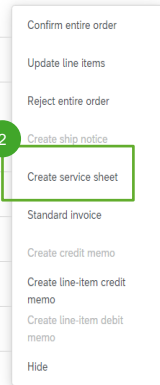
Log in op uw account op supplier.ariba.com en ga naar de lijst van alle inkooporders via 'Orders' > 'Purchase Orders'.

- 1 Zoek het serviceorder via 'Edit filter' (filter bewerken) en selecteer onder 'Order type' 'Orders with service lines only' (alleen orders met servicelijnen).

Het juiste purchase order terugvinden

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

2 Zodra u het juiste serviceorder op de Ariba-account hebt teruggevonden, kunt u op 'Create service sheet' klikken om voor dit order een service sheet aan te maken.



A context menu is displayed over the row for order number 5498000024. The menu items are: Confirm entire order, Update line items, Reject entire order, Create ship notice (highlighted with a green circle and a green box), Create service sheet (highlighted with a green box), Standard invoice, Create credit memo, Create line-item credit memo, Create line-item debit memo, and Hide.

Gegevens invullen voor de Service Entry Sheet

Create Service Sheet Update Save Exit Next

▼ Service Sheet Header * Indicates required field Add to Header ▼

3 Summary

Purchase Order: 549800028 Subtotal: 0.00 EUR

Service Sheet #: Service Start Date:

Service Sheet Date: 16 Dec 2022 Service End Date:

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

4 Additional Fields

Supplier Reference: To: Umicore SA

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

Service Supervisor: Belgium Umicore Contact:

Service Supervisor Name: Umicore Name:

Service Supervisor Email: Umicore Email:

Service Supervisor Phone: USA 1 Umicore Phone: USA 1

Add Comments Add Attachments

Service Entry Sheet Lines

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

Add Pricing Details Add ▼

- Op hoofdingniveau van de Service Entry Sheet, moet u een SES-nummer ('Service Sheet #') en een start- en einddatum invoeren (resp. 'Service Start Date' en 'Service End Date').
- Een andere mogelijkheid is dat u op hoofdingniveau de contactgegevens van de Service Supervisor toevoegt.
- U zult lijnen moeten toevoegen aan uw SES voor meer info over de diensten. Dat kan een contract-/catalogusitem ('Contract/Catalog Item') of een ongepland item ('Unplanned Item') zijn.
- Indien u met de buyer contractuele tarieven hebt bedongen, moet u lijnitems toevoegen via 'Add Contract/Catalog Items' om de SES door de requester te kunnen laten goedkeuren.

5

Add ▼

Add Contract/Catalog Item

Add Unplanned Item

Lijnitems toevoegen aan de Service Entry Sheet

Create Service Sheet: Add Item

Part No: CR10293-1699161776-Arbuitemaal, Description: Opdracht elektrische regewerken (Engl)

Contract ID: C10293

7 Item(s) found

- Opdracht elektrische regewerken (Engl)**
Supplier: DELOITTE BELGIUM (UMD)
Supplier Part #: CR10293-1699161776-Arbuitemaal
Available in: 3 Day(s)
Opdracht elektrische regewerken (Engl) UAT
- Elektricien**
Supplier: DELOITTE BELGIUM (UMD)
Supplier Part #: CR10293-1699161776-Arbuitemaal
Available in: 3 Day(s)
Elektricien UAT
- Elektricien**
Supplier: DELOITTE BELGIUM (UMD)
Supplier Part #: CR10293-1699161776-Arbuitemaal
Available in: 3 Day(s)
Elektricien UAT
- Monteur I/m**
Supplier: DELOITTE BELGIUM (UMD)
Supplier Part #: CR10293-1699161776-Arbuitemaal
Available in: 3 Day(s)
Monteur I/m UAT

7 Done Cancel

6 400 EUR / Hour
Qty: 1 Add to Cart

8 450.00 EUR / Hour
Qty: 1 Add to Cart

Service Entry Sheet Lines

Include	Part No / Description	Customer Part #	Type	Item Type	Qty / Unit	Price	Subtotal
<input type="checkbox"/>	CR10293-1699161776-Arbuitemaal Opdracht elektrische regewerken (Engl) UAT		Service	Unplanned From Contract	3 sp (U)	0.00 EUR	0.00 EUR
CONTRACT DETAILS Contract Number: C10293							
SERVICE PERIOD							
PRICING DETAILS Price Unit: None							
COMMENTS Add Comments							
<input type="checkbox"/>	CR10293-1699161776-Arbuitemaal Elektricien UAT		Service	Unplanned From Contract	4 sp (U)	50.00 EUR	200.00 EUR
CONTRACT DETAILS Contract Number: C10293							
SERVICE PERIOD							
COMMENTS Add Comments							
<input type="checkbox"/>	CR10293-1699161776-Arbuitemaal Elektricien (overeen 50h) UAT		Service	Unplanned From Contract	7 sp (U)	75.00 EUR	525.00 EUR
CONTRACT DETAILS Contract Number: C10293							

- 6 Met een klik op 'Add to Cart' (toevoegen aan winkelwagen) kan u meerdere items uit het contract selecteren die zijn onderhandeld als lijnitems van de SES.
- 7 Als alles is toegevoegd, klikt u op 'Done' (klaar).
- 8 Daarna kan u de toegevoegde lijnen in de Service Entry Sheet bekijken.
- i Indien u met de buyer contractuele tarieven hebt bedongen, moet u lijnitems toevoegen via 'Add Contract/Catalog Items' om de SES door de requester te kunnen laten goedkeuren.

Aangemaakte Service Entry Sheet indienen

Create Service Sheet

Confirm and submit this document.

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

Subtotal: 725.00 EUR

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

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

Service Entry Sheet Lines

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

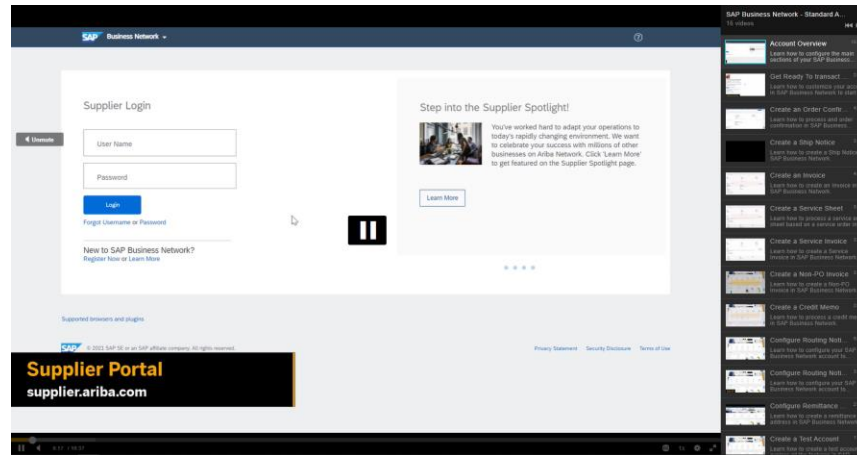
Subtotal: 725.00 EUR

Service Entry Summary
Subtotal: 725.00 EUR

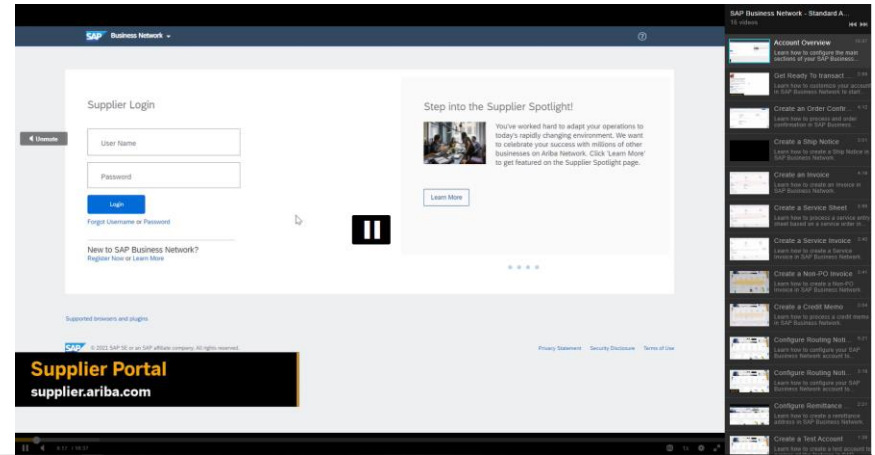
9 Na een klik op 'Next', kunt u de Service Entry Sheet nakijken. Klik op 'Submit' om die in te dienen bij Umicore.

Op zoek naar beeldmateriaal?

Ga naar de onderstaande link voor video's over hoe u te werk gaat op het SAP Business Network:



[Klik hier voor de Engelse versie](#)



[Klik hier voor de Franse versie](#)

Voor meer informatie:

- Raadpleeg onze Umicore SAP Ariba leverancierszone
- Neem contact op met uw contactpersoon bij Umicore
- Stuur een e-mail naar ons Ariba Support Team (ariba.supplier.support@umicore.com)

umicore[®]

materials for a better life