

Richtlijnen voor leveranciers

Vorbereiden op transacties met een standaardaccount

Umicore nodigt u uit



Umicore - TEST sent a new Purchase Order 3498000793

Umicore - TEST <ordersender-prod@ansmp.ariba.com>
To: UMISESupplier2@yepmail.com

3498000793.htm 47 KB
3498000793.pdf 9 KB

Umicore - TEST sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.

Message from your customer Umicore - TEST
Dear Supplier,
We would like to inform you of the creation of a new Purchase Order for Umicore.
Please carefully read our terms and conditions on the Umicore Supplier Zone (www.umicore.com/en/supplier-zone) by navigating to the 'Document Center' and choosing the Umicore legal entity you will interact with. In the Document center you will also find more information and detailed instructions on invoicing.
For more details on using SAP Ariba, please navigate to the following page: www.umicore.com/en/supplier-zone/sap-ariba-umicore
Best Regards,
Umicore P&T team

1
Process order

This purchase order was delivered by Ariba Network. For more information about Ariba and Ariba Network, visit <https://www.ariba.com>.

From: Customer Umicore SA Broekstraat 31 rue de Marais 1000 Brussels Belgium	To: UMI SE SUPPLIER 2-TEST Gateway building Luchthaven Hoboken Belgium Phone: Fax:	Purchase Order (New) 3498000793 Amount: 24.00 EUR Version: 1
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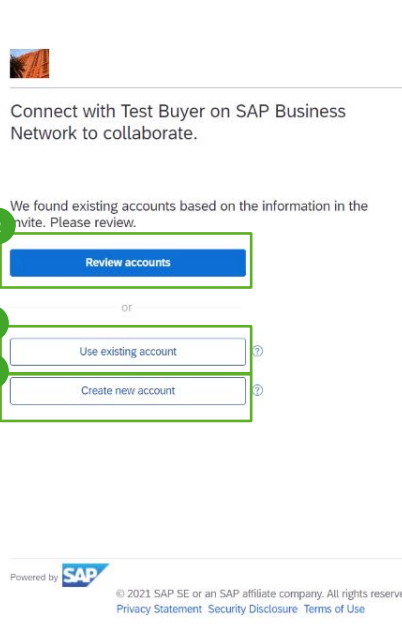
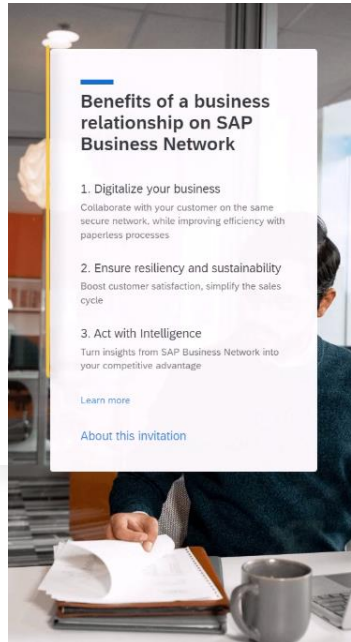
Wanneer u wordt uitgenodigd om te verbinden met het SAP Business Network, ontvangt u een interactief PO-bericht. Die e-mail bevat ook een link om het order te openen en een verbinding te maken met Umicore.

- 1 Klik op 'Process Order' (Order verwerken) om te verbinden met Umicore.

Aanvullende informatie

- i Controleer altijd of de ordergegevens in de e-mail correct zijn.

Aanmelden op het SAP Ariba Network



U hebt verschillende mogelijkheden om orders op het SAP Business Network te verwerken:

- 2 Klik op 'Review Accounts' om na te kijken of uw bedrijf eerder al een SAP Business Account voor andere klanten heeft aangemaakt.
- 3 Klik op 'Use existing account' om in te loggen met uw bestaande SAP Business-account.
- 4 Klik op 'Create new account' om een nieuwe account aan te maken als uw bedrijf nog nooit een SAP Business-account heeft aangemaakt.

Optie 1: Bestaande accounts raadplegen

[Back](#)

Review matched accounts

Your company may already have an account. Please review the accounts in the table below.

Search Criteria [Edit](#)

Company Name	E-mail address	Country
Beata Test01		

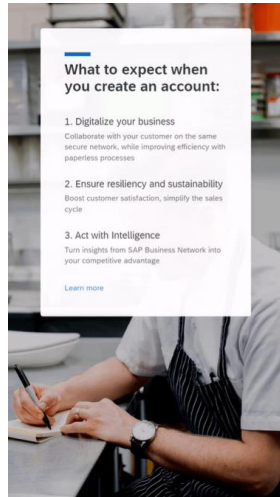
Search results (20) | ★ Means you are a user of this account **Bold font:** Matched values

Company name	Email domain matched	Country	State	DUNS number	Action
	Yes	Czech Republic	Central Bohemia		Use this account
	Yes	Czech Republic	Prague		Use this account
	Yes	Czech Republic	Prague		Use this account
Cia. TALGO SUPPLIER1	Yes	Spain	Madrid		Contact administrator
Beata Test01	No	Spain			Contact administrator
Beata Test01	No	Spain	Barcelona		Contact administrator
Beata Test01	No	Spain	Barcelona		Contact administrator

Met een klik op 'Review Accounts', ziet u een lijst van mogelijke accounts die uw bedrijf vroeger al heeft aangemaakt.

- 5 Herkent u een van die accounts? Klik dan op 'Contact Administrator' (contact opnemen met de beheerder) om die account te kunnen gebruiken en de logingegevens te ontvangen. Overleg met de beheerder of u die account kan en mag gebruiken.

Optie 2: Een nieuwe account aanmaken



Create an account to connect and collaborate with Test Buyer on SAP Business Network

6

Company information ⓘ

Company (legal) name *

Beata Test01

Country/Region *

United States [USA]

Address line 1 *

Downtown

Address line 2

Address line 3

City *

Boston

State *

Massachusetts [US-MA]

Zip *

09999

7

Administrator account information ⓘ

First name *

Gayde

Last name *

McTest

Email *

test@guide.com

8

Use my email as my username

Password *

Repeat password *

Business role *

Choose your primary business role

9

I have read and agree with the Terms of Use.

I hereby agree that SAP Business Network will make parts of my (company) information accessible to other users and the public based on my role within the SAP Business Network and the applicable profile visibility settings. Please see the Privacy Statement to learn how we process personal data.

10

I'm not a robot

10

Create account

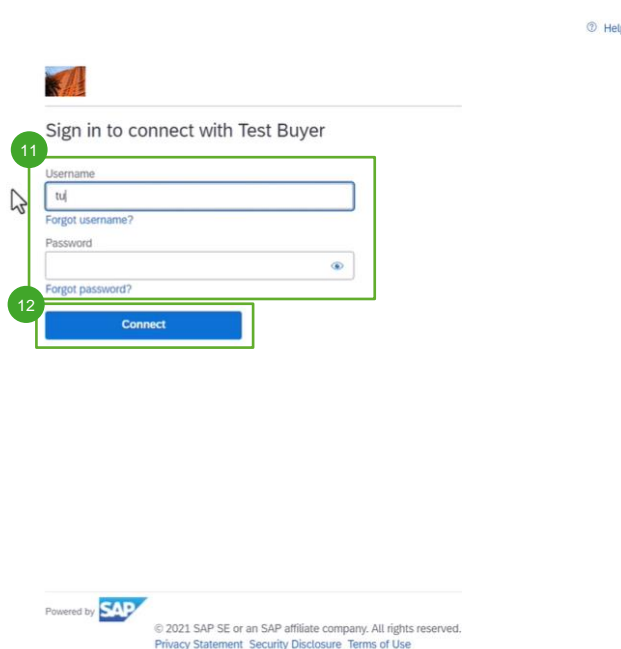
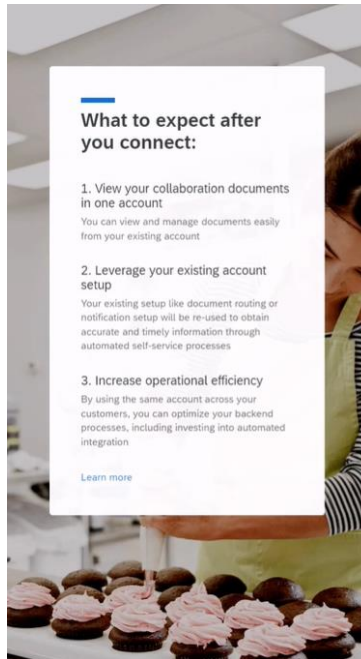
Hebt u een nieuwe account nodig, klik dan op 'Create New Account'.

- 6 Vul uw bedrijfsgegevens ('Company information') in op deze pagina.
- 7 U moet ook de beheerdersaccountgegevens ('Administrator account information') invullen.
- 8 Als u een andere gebruikersnaam wilt gebruiken dan uw e-mailadres, vinkt u het selectievakje 'Use my email as my username' af.
- 9 Ga akkoord met de gebruiksvoorwaarden ('Terms of Use') en de privacyverklaring ('Privacy Statement').
- 10 Klik op 'Create Account' om de account aan te maken.

Aanvullende informatie

- i Opmerking: zodra uw account is aangemaakt, worden toekomstige orders naar die account en naar het e-mailadres van de beheerdersaccount verzonden.

Optie 3: Inloggen met een bestaande account



- 11 Als u de inloggegevens van uw SAP Business al kent, kunt u daarmee inloggen via 'Use existing account' (bestaande account gebruiken).
- 12 Klik op 'Connect' (verbinden) om de PO-gegevens van Umicore in uw account weer te geven.

PO-weergave in het Business Network




SAP Business Network Standard Account [Get enterprise account](#)

Purchase Order: 04_19_2022_02_PO1 Done

[Create Order Confirmation](#) [Create Ship Notice](#) [Create Invoice](#)

Order Detail **Order History**

 **From:** Customer BuyerA USA
Germany Email: M X Phone:

To: Besta Test01 Davenport United States Phone: Fax: Email: [Track Order](#)

Purchase Order (View)
04_19_2022_02_PO1
Amount: \$400.00 USD

Payment Terms ⓘ
0.5% 10 NET 30 Routing Status: Sent

Comments
Terms and Conditions: <http://www.BuyerA-clark.com/termsConditions.cfm>

Other Information

xxx Website: Terms and Conditions
freightTerms: Collect
deliveryTerms: Shipping Point
specialAnnouncements: specialAnnouncements
Customer W/ITax ID: BuyerTid_12345
[View less](#)

Ship All Items To
Buyer ABC

Bill To
Accounts Payable
BuyerA-Clark Corp

Deliver To
Jenks Manufacturing Mill

Line Items [Show Item Details](#)

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	Shipping	
1		BEARING, FLANGE, Lorem ipsum dolor sit amet, consectetur adipiscing elit. Quisque molestie metus id varius rhoncus. Cras pretium, dolor sit amet fribus fringilla. arcu sapien semper sem, ut accumsan ex enim ac tellus.	Material		2 (EA) ⓘ	16 May 2009	100.00 EUR	200.00 EUR	0.00 EUR	Details
2		SuppPartD002 310-P1 RITS 11276 Available Req #	Service		8 (AU) ⓘ		25.00 EUR	200.00 EUR		Details

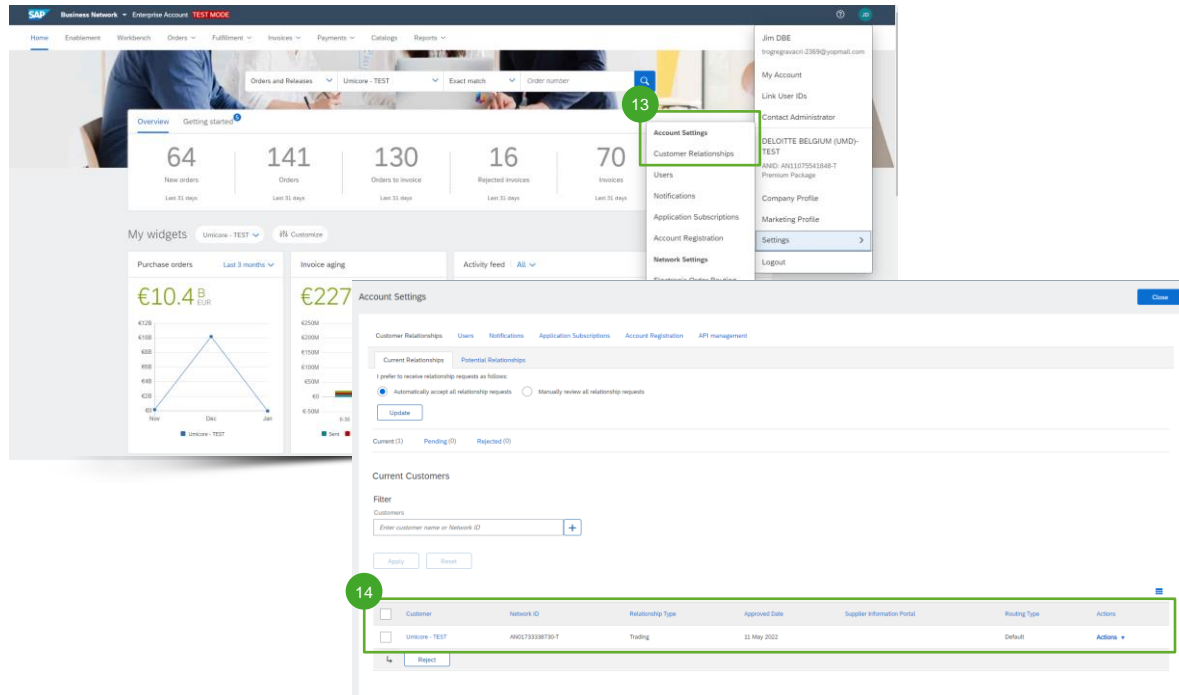
[Messages](#)

Ongeacht of u bent ingelogd via een bestaande account of er een nieuwe hebt aangemaakt, u belandt altijd in de detailweergave van purchase orders in het Business Network.

Daarna worden alle nieuwe PO's van Umicore verzonden naar de account waarmee u via het eerste PO de link hebt gemaakt.

Vanuit deze weergave kunt u het purchase order verder afhandelen. Meer info over de verdere afhandeling van een purchase order en factuur op het SAP Business Network vindt u in de specifieke richtlijnen voor leveranciers in onze Umicore Supplier Zone.

Controleer dat de relatie is opgezet



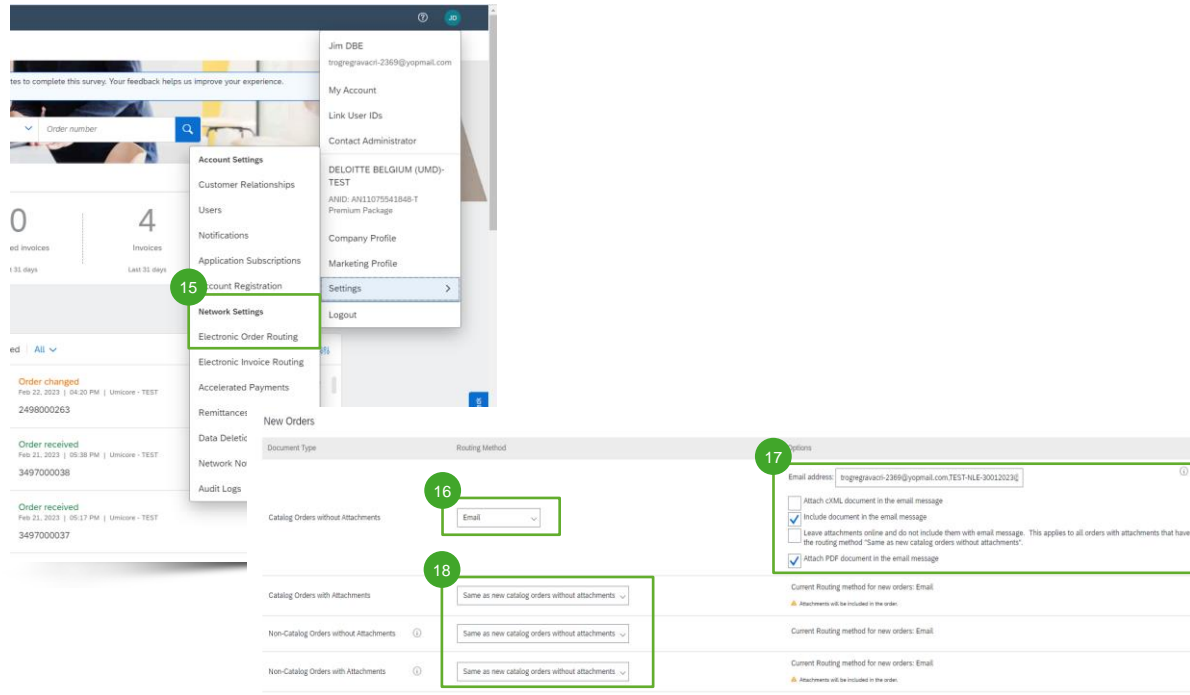
The screenshot displays the SAP Business Network interface. The top navigation bar includes 'Home', 'Enablement', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'Reports'. The main dashboard shows several key metrics: 64 New orders, 141 Orders, 130 Orders to invoice, 16 Rejected invoices, and 70 Invoices. A green circle with the number '13' highlights the 'Account Settings' menu item in the user profile dropdown. Below the dashboard, there are two charts: 'Purchase orders' showing a value of €10.4B and 'Invoice aging' showing a value of €227. A second window is overlaid on the 'Account Settings' page, showing the 'Current Customers' section. A green circle with the number '14' highlights a table of current customers. The table has columns for 'Customer', 'Network ID', 'Relationship Type', 'Approved Date', 'Supplier Information Point', 'Billing Type', and 'Actions'. One customer is listed: 'Umicore - TEST' with Network ID 'AN6173338750-T', Relationship Type 'Trading', Approved Date '11 May 2022', and Billing Type 'Default'.

Customer	Network ID	Relationship Type	Approved Date	Supplier Information Point	Billing Type	Actions
<input type="checkbox"/>	Umicore - TEST	AN6173338750-T	Trading	11 May 2022	Default	Actions

Om te controleren of u verbonden bent met Umicore op het SAP Business Network, meldt u zich aan met uw account op supplier.ariba.com.

- 13 Ga naar 'Settings' (instellingen) > 'Account Settings' (accountinstellingen) > 'Customer Relationships' (klantenrelaties).
- 14 Onder 'Current Customers' (huidige klanten), zou u in de klantenlijst 'Umicore' moeten zien staan.

Elektronische orderrouting instellen



15 Account Registration

16 Routing Method

17 Options

18 Document Type

Document Type	Routing Method	Options
Catalog Orders without Attachments	Email	Email address: bsggravaci-2369@ypmail.com,TEST-NLE-30012023G <input type="checkbox"/> Attach XML document in the email message <input checked="" type="checkbox"/> Include document in the email message <input type="checkbox"/> Leave attachments online and do not include them with email message. This applies to all orders with attachments that have the routing method "Same as new catalog orders without attachments". <input checked="" type="checkbox"/> Attach PDF document in the email message
Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email Attachments will be included in the order.
Non-Catalog Orders without Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email
Non-Catalog Orders with Attachments	Same as new catalog orders without attachments	Current Routing method for new orders: Email Attachments will be included in the order.

Om de PO-mails met het aangehechte PO-document te blijven ontvangen, moet u uw elektronische orderrouting correct instellen.

- 15 Ga naar 'Settings' (instellingen) > 'Network Settings' (netwerkinstellingen) > 'Electronic Order Routing'
- 16 Controleer dat 'Routing Method' onder 'New Order' (nieuw order) is ingesteld op 'Email'.
- 17 Onder 'Options' kunt u tot vijf verschillende e-mailadressen opgeven en aanvinken of u liever **een pdf-versie** van het purchase order-document in bijlage bij de e-mail wenst in plaats van HMI ('Attach PDF document to email message').
- 18 Stel alle andere bestelmethode zeker in op 'Same as new catalog orders without attachments' (hetzelfde als catalogusorders).

Bijkomende activiteiten

Umicore - TEST Requests You to Complete Configuration Tasks for Purchase Order activity on Ariba Network

Umicore - TEST <ordersender-prod@ansmtp.ariba.com>
To: UMSupplier@yopmail.com

If there are problems with how this message is displayed, click here to view it in a web browser.

SAP Ariba

umicore

To UMI SE SUPPLIER 1-TEST,

This notification contains important information about your Ariba® Network account (ANID: AN116832488-7). Your customer, **Umicore - TEST** requires you to complete configuration tasks for the following activities:

- **Purchase Order**
This activity tracks all purchase order related tasks. You may have already completed some of these tasks in an earlier activity.

WHAT YOU NEED TO DO
To complete your new activity:

- Log in to your Ariba Network supplier account (<https://supplier.ariba.com>).
- Click the Enablement Tasks tab.
- View your task list and complete the remaining tasks. You may have already completed some of the tasks.

Sincerely,
The Ariba Network Team

If you have any questions, contact [Ariba Network Support](#).

SAP Ariba

Ariba, Inc., 3420 Hillview Ave, Bldg1, Palo Alto, CA 94304, USA
[SAP Business Network Privacy Statement](#) | [Ariba Data Policy](#) | [Ariba Help and Support](#)
If a customer-specific privacy statement applies to this processing of personal data, you will see it when logged into your account.

19

Business Network - Standard Account **Get enterprise account** **Not active**

Home | Enablement | Orders | Fulfillment | Invoices | Payments | Catalogs | Reports

Create

Enablement Tasks

View details of all pending tasks and complete them. Click the associated link to complete a task. You can also reopen tasks that are manually closed. If the subsequent task is not yet completed, it is recommended to enter a comment when reopening a task.

Activities and Tasks for Umicore - TEST [View Profile](#)

Activity Name	Date Due	Total Tasks	My Pending Tasks	Pending Buyer Tasks
Account	31 Jan 2023	5	0	0
Purchase Order	31 Jan 2023	4	0	0

This activity tracks all purchase order related tasks. You may have already completed some of these tasks in an earlier activity.

- ✓ Completed **Configure Purchase Order Routing and Notifications**
Configure your order routing method for your customers. You can choose specific routing methods for different types of incoming orders. If you use email routing, it is recommended to setup a distribution list like order@yourcompany.com. If you select online routing make sure you regularly log in to your account to check if you have received new purchase orders. Also configure email addresses to receive notifications when purchase orders are undeliverable (see the Email Notifications section below the "Electronic Order Routing" configuration).
- ✓ Completed **Ready to Receive Purchase Orders**
Confirm that you are ready to receive purchase orders. If you want to test your order routing configuration, follow the instructions on the customer information portal (see link on top of your task list) on how to create a test account and test the document flow.
- ✓ Completed **Buying Organization is Ready to Send Orders**
Your customer confirmed that all setup steps are done and that you can expect to receive purchase order transmitted through Ariba network from now on. This task can be either closed manually by the user or is automatically closed by the system when a purchase order is sent.
- ✓ Completed **Purchase Order Sent**
Your customer has sent you at least one purchase order.

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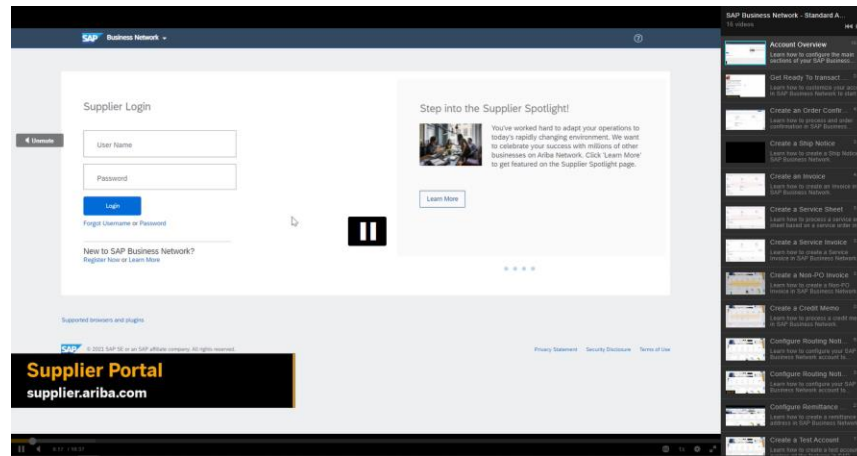
20

Zodra u de verbinding met Umicore via het eerste PO tot stand hebt gebracht, dient u mogelijk nog enkele activeringstaken in te stellen:

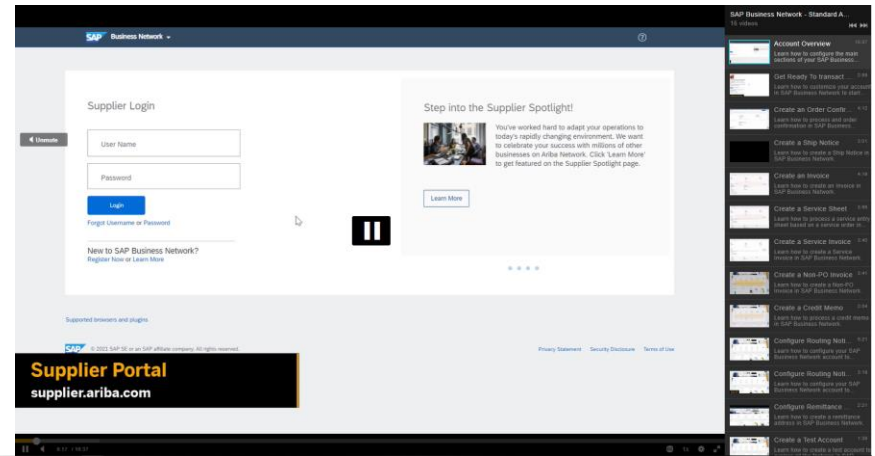
- 19 In dat geval ontvangt u eerst een e-mail met de nodige instructies.
- 20 Log in op uw account op supplier.ariba.com en controleer het tabblad 'Enablement' (activering) voor meer informatie.

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