Indirect Materials and Services - Supplier training

Givaudan

Agenda

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Abbreviations used

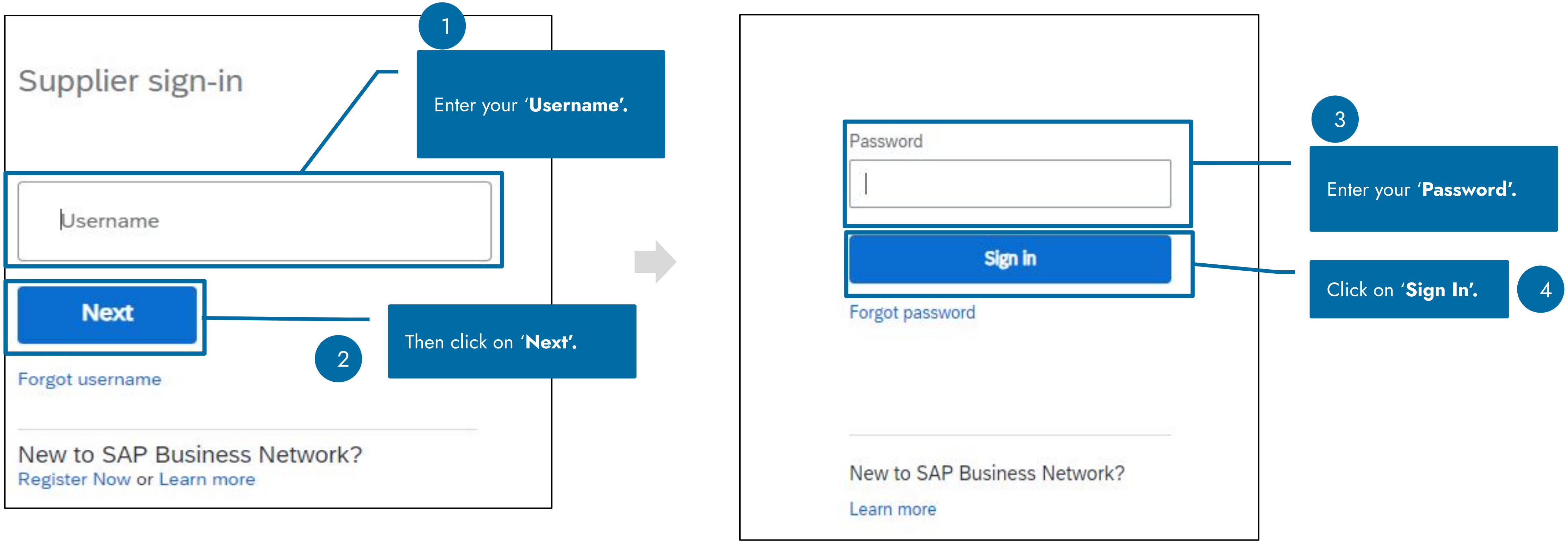
Abbreviations used

Short form	Full form/Meaning
SBN	SAP Business Network
PR	Purchase Requisition/ Request
PO	Purchase Order
OC	Order Confirmation
ASN	Advanced Shipping Notice
GR	Goods Receipt
SES	Service Entry Sheet
RFQ	Request for Quotation

Login to SAP Business Network

SAP Business Network portal login

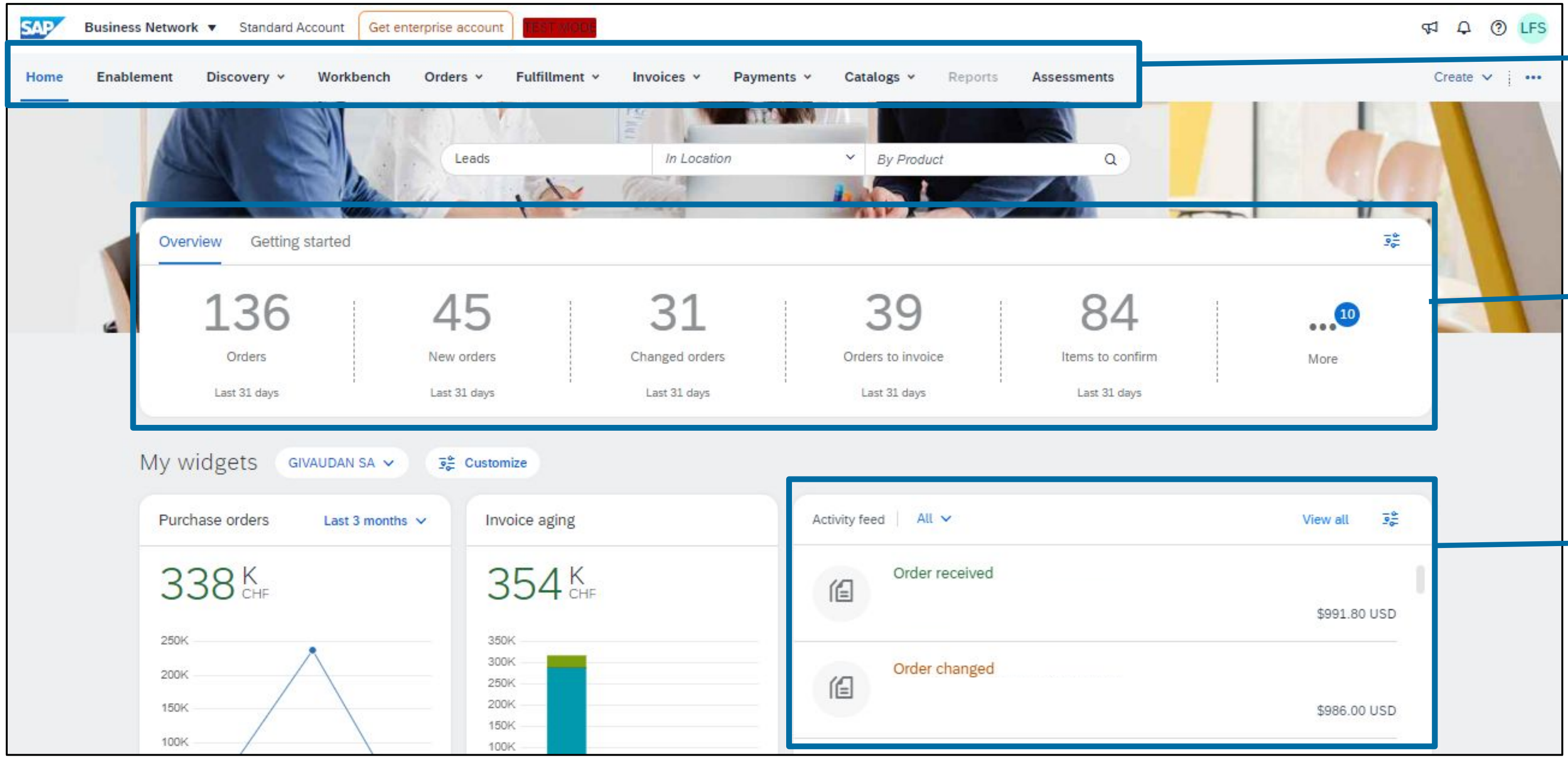
- You can view and manage all buyer orders in one place—no more emails or spreadsheets.
- Login here: https://supplier.ariba.com



SAP Business Network portal – Dashboard

After login, the **Home Dashboard** provides an overview of:

- New and Changed POs.
- Items to Confirm or Ship.
- Invoices and Payments.
- PO and Invoice Aging widgets.



Tab selections for different business documents.

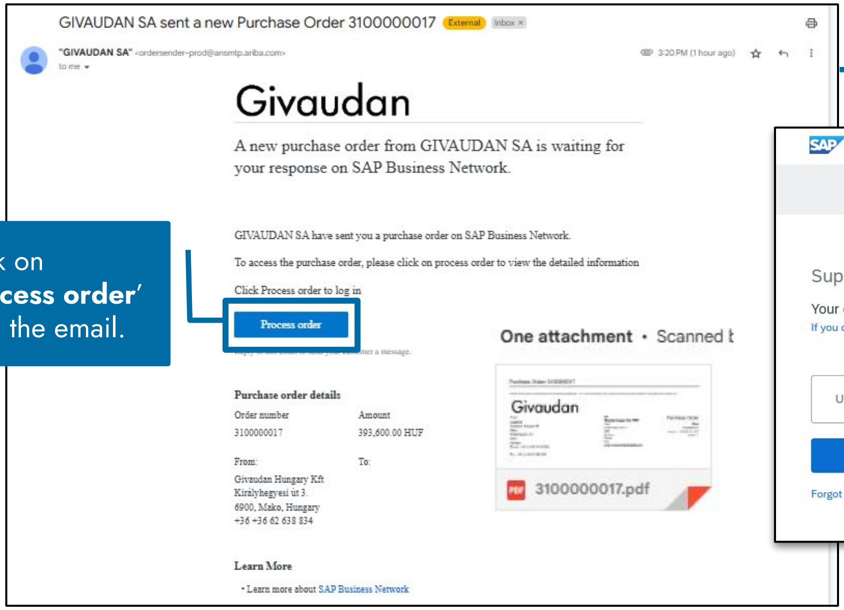
Workbench Tiles

'**Activity Feed**' shows real-time document inflow: Purchase Orders, Invoice Status.

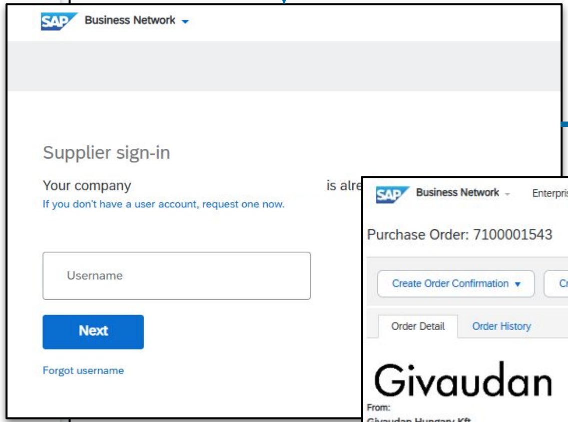
Purchase Order transmission to supplier

Purchase Order transmission to supplier

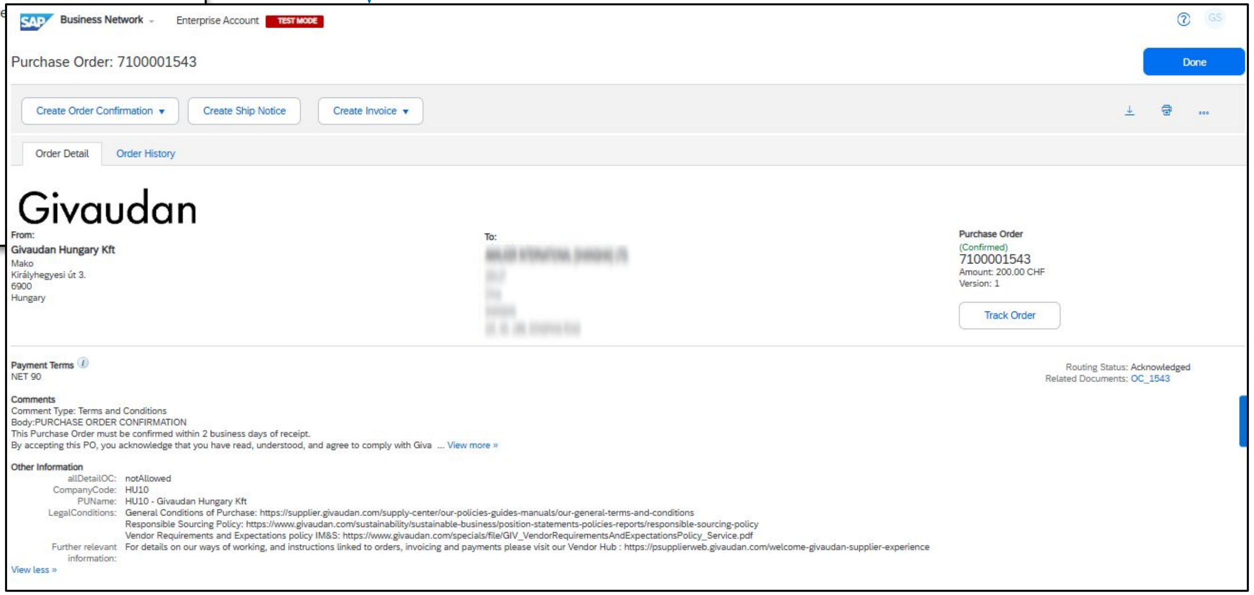
Suppliers registered on the SAP Ariba Business Network receive POs directly through the network. Once the PO is transmitted, you will receive an email notification with the PO PDF attachment.

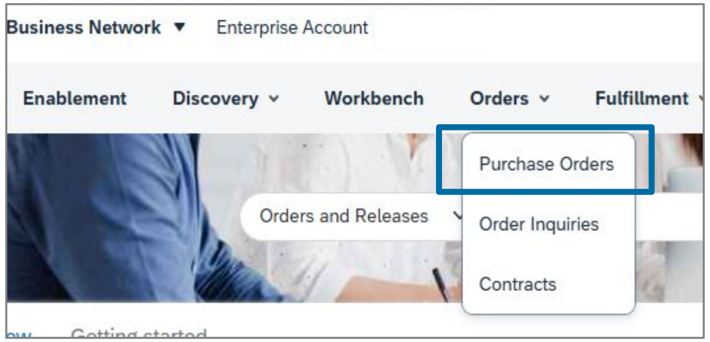


Click on '**Process order**' from the email.



Then sign-in to Ariba Business Network and access the PO details.

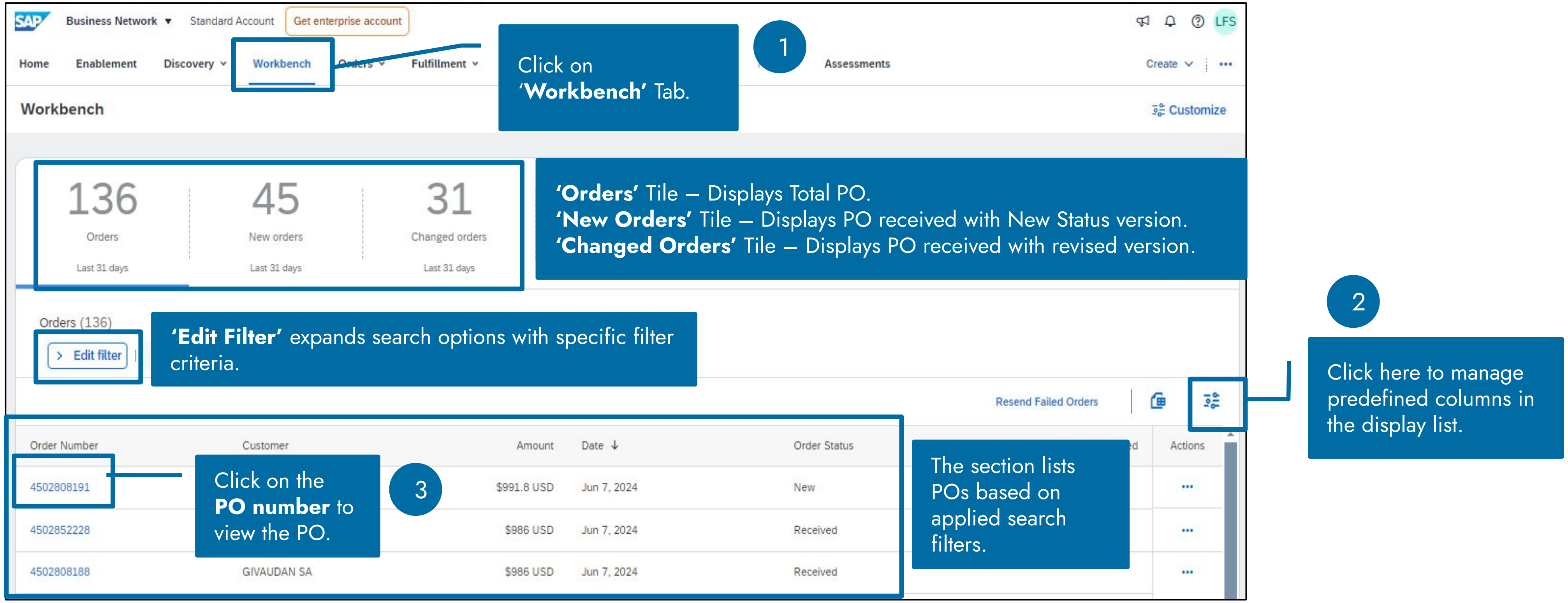




Alternatively, you can also access the list of Purchase Orders from your Ariba Buying dashboard.

Search PO in the SAP Business Network

- You can also search all your POs from Givaudan which are accessible under the Workbench tab, with tiles such as **Orders, New Orders, and Changed Orders.**
- By default, the first tile is selected to display the PO list.



Order confirmation process

Order confirmation

After receiving a Purchase Order, you can take the following actions:

Order Confirmation options

Full Order Confirmation:	Confirm the entire quantity with the original need-by date or within 7 day of tolerance.
Partial Order Confirmation:	Confirm only part of the quantity with the original need-by date or within 7 day of tolerance.
Split Order Confirmation:	Confirm order with split quantities across multiple delivery dates.

Note -

1. Givaudan do not allow suppliers to reject orders, nor partially or fully.
2. Incase of any other discrepancies on the Purchase order, **you should reach out to the Givaudan buyer offline** and ask to change the PO with the new volumes or dates, then you must confirm through SAP Business Network on the new PO version.
3. If you are expecting a new order version to reflect the new delivery dates informed in the full or partial confirmation provided via SAP Business Network, **you should reach out to the Givaudan buyer offline.**

Order confirmation

Full confirmation

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Order confirmation (Full confirmation)

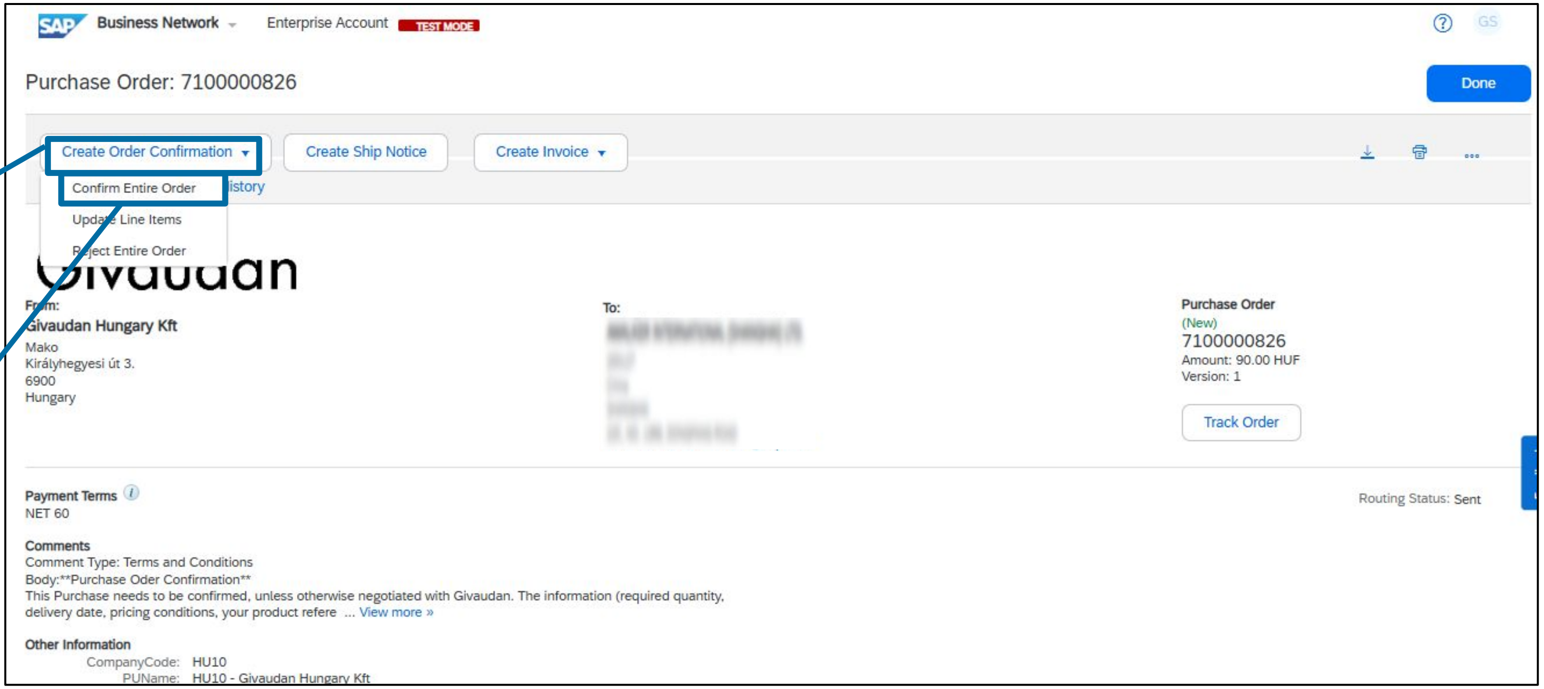
You can create an Order Confirmation from the Purchase Order (PO) by accessing the SAP Business network:

1. From the email notification.
2. By signing-in into the **SAP Business Network** and searching for the PO manually.

Follow the below step after you have accessed the PO.

1 Click on ‘**Create Order Confirmation**’.

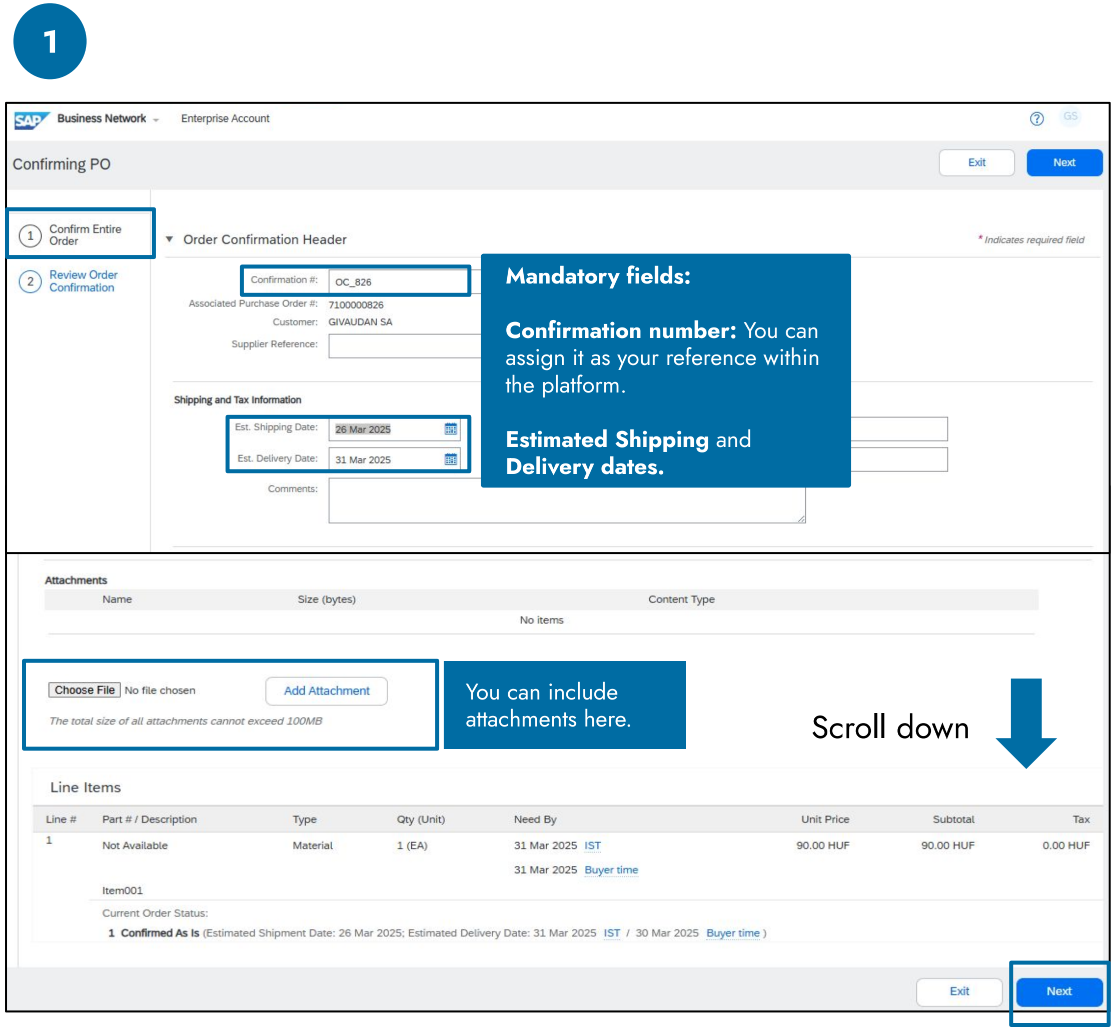
2 Then click on ‘**Confirm Entire Order**’.

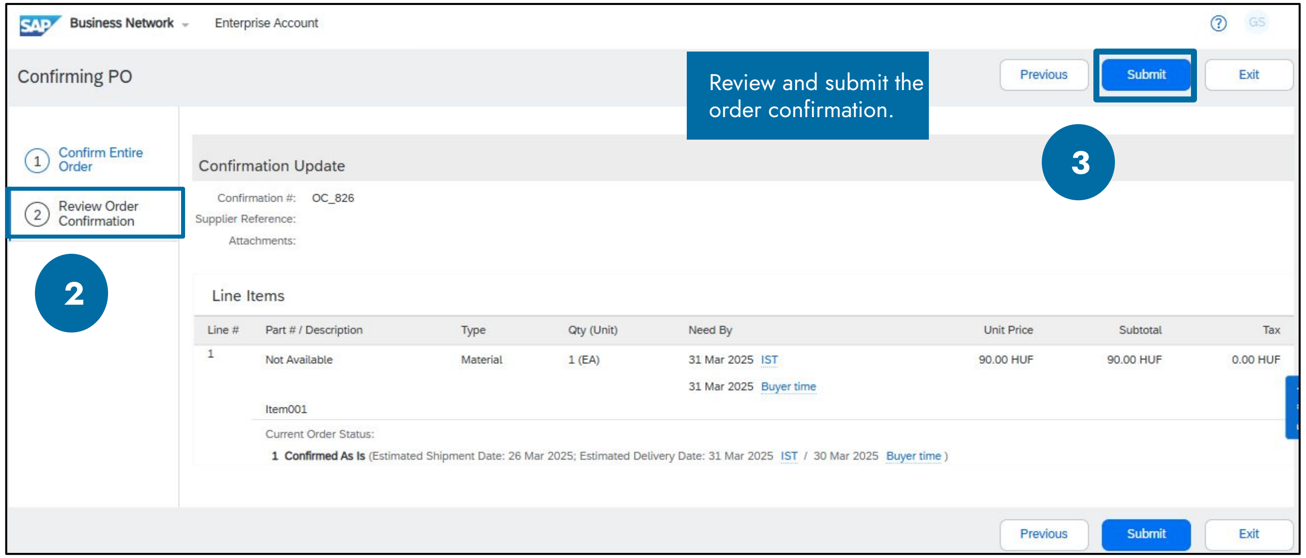


Purchase Order view within SAP Business Network.

Order confirmation (Full confirmation)

In a full order confirmation, you must confirm the order with no changes, keeping the **delivery date**, **quantity**, and **price** the same.





After you submit the order confirmation, the Givaudan requester and buyer will see the same confirmation updated in their Ariba procurement system.

Order confirmation

Partial confirmation

Order confirmation (Partial confirmation)

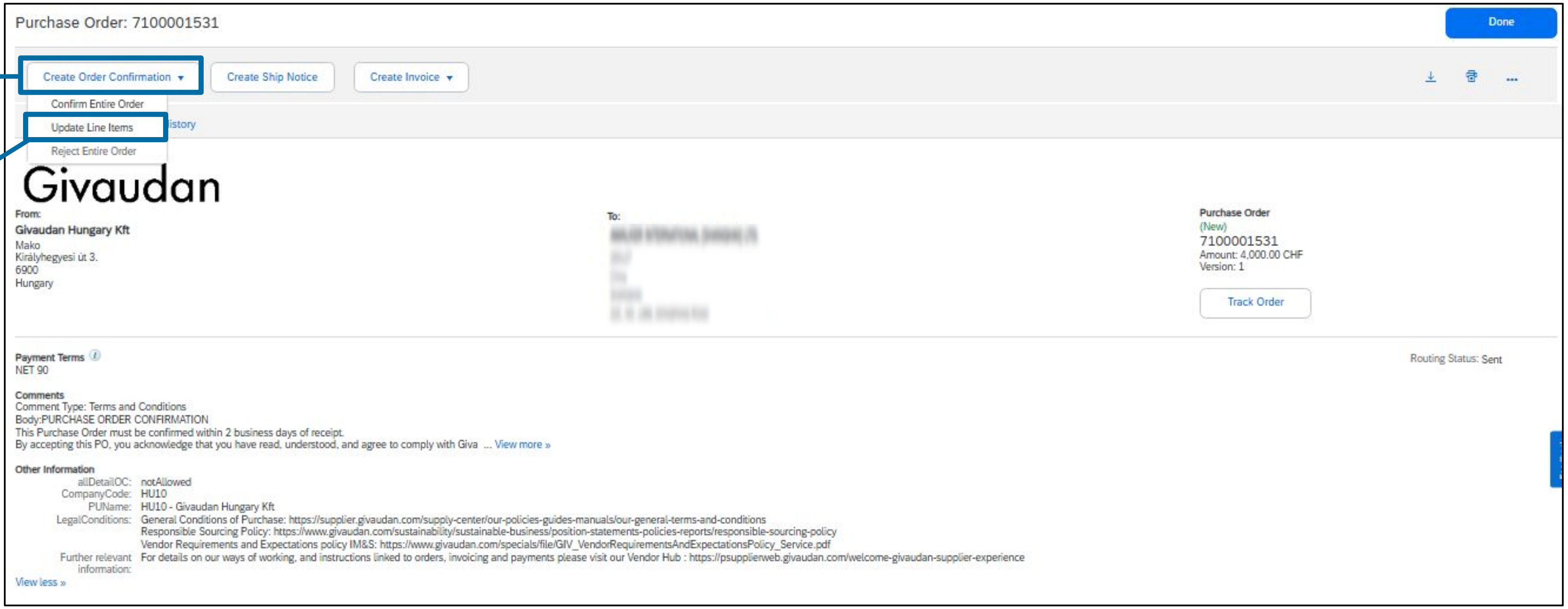
You can create a partial order confirmation with an under delivered quantity from the Purchase Order (PO) by accessing from two channels:

1. From the email notification.
2. By signing-in into the **SAP Business Network** and searching for the PO manually.

Follow the below step after you have accessed the PO.

1 Click on **'Create Order Confirmation'.**

2 Then select **'Update Line Items'.**

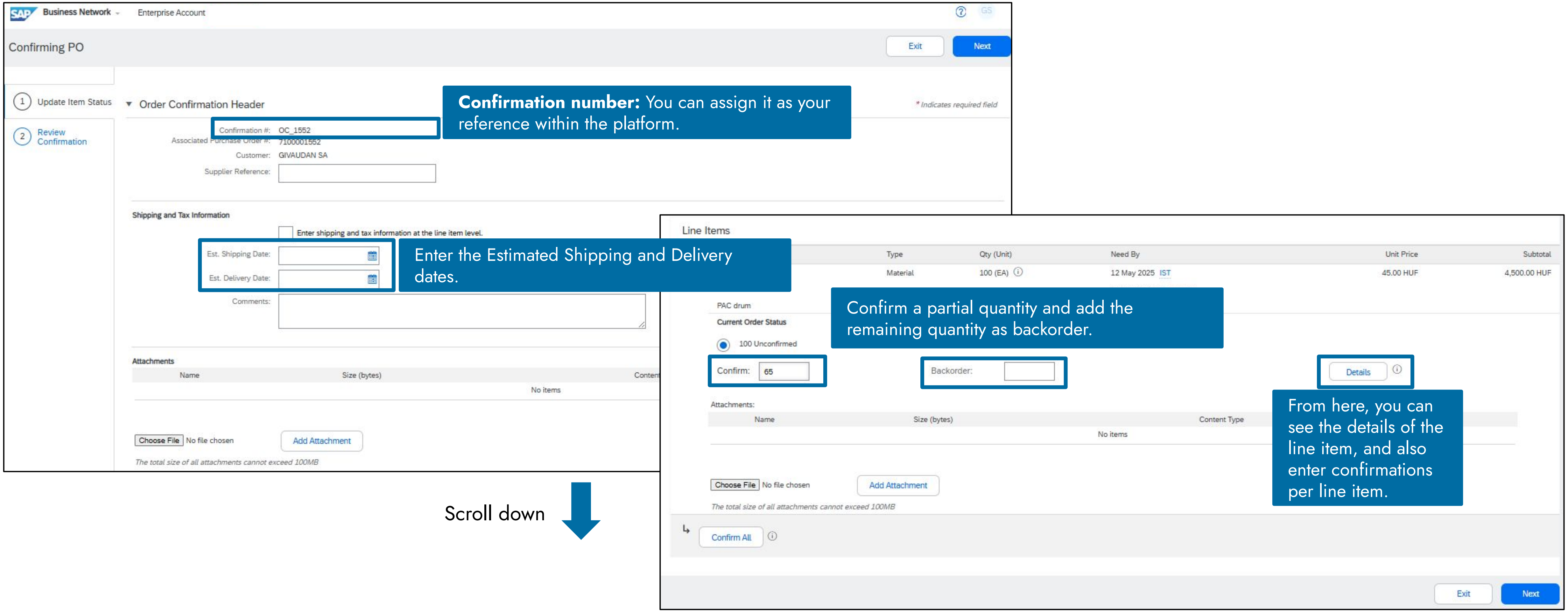


SAP Business Network

Supplier

Order confirmation (Partial confirmation)

1



Confirmation number: You can assign it as your reference within the platform.

Enter the Estimated Shipping and Delivery dates.

Confirm a partial quantity and add the remaining quantity as backorder.

From here, you can see the details of the line item, and also enter confirmations per line item.

Scroll down

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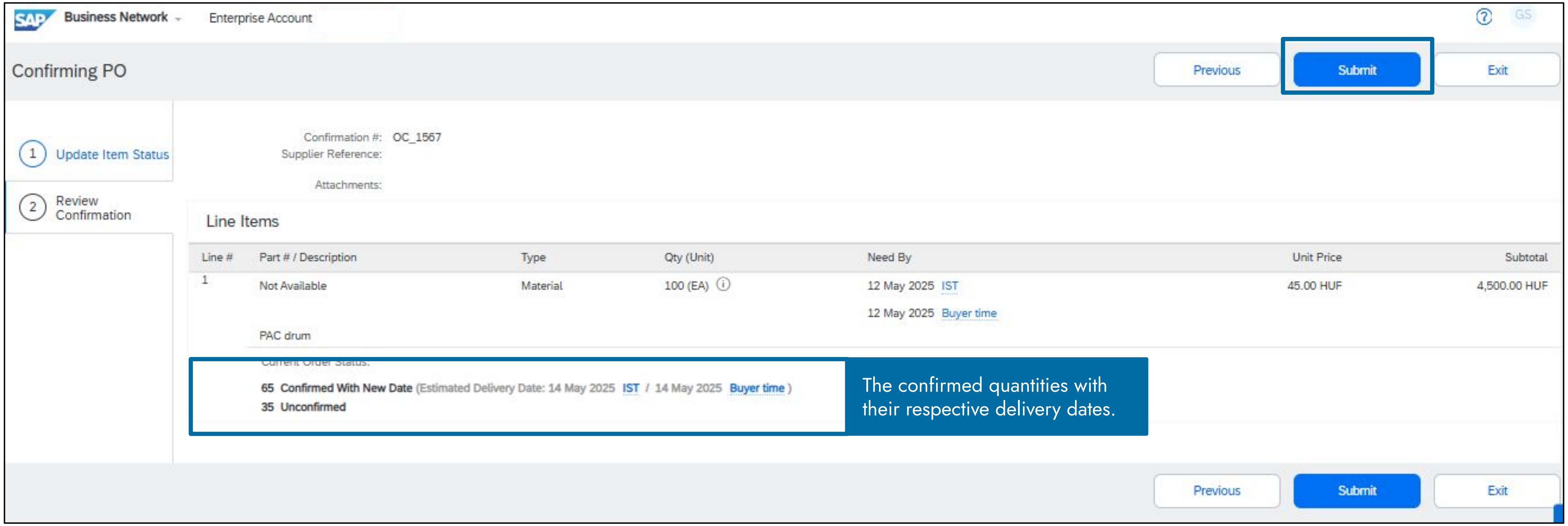
Order confirmation (Partial confirmation)

You can then submit the **Order Confirmation** after reviewing and confirming the details.

2



After you submit the order confirmation, the Givaudan requester and buyer will see the same confirmation updated in their Ariba procurement system.

Order confirmation

Full confirmation: delivery date not the same as need by date

Order confirmation

Full confirmation: delivery date not the same as need-by date

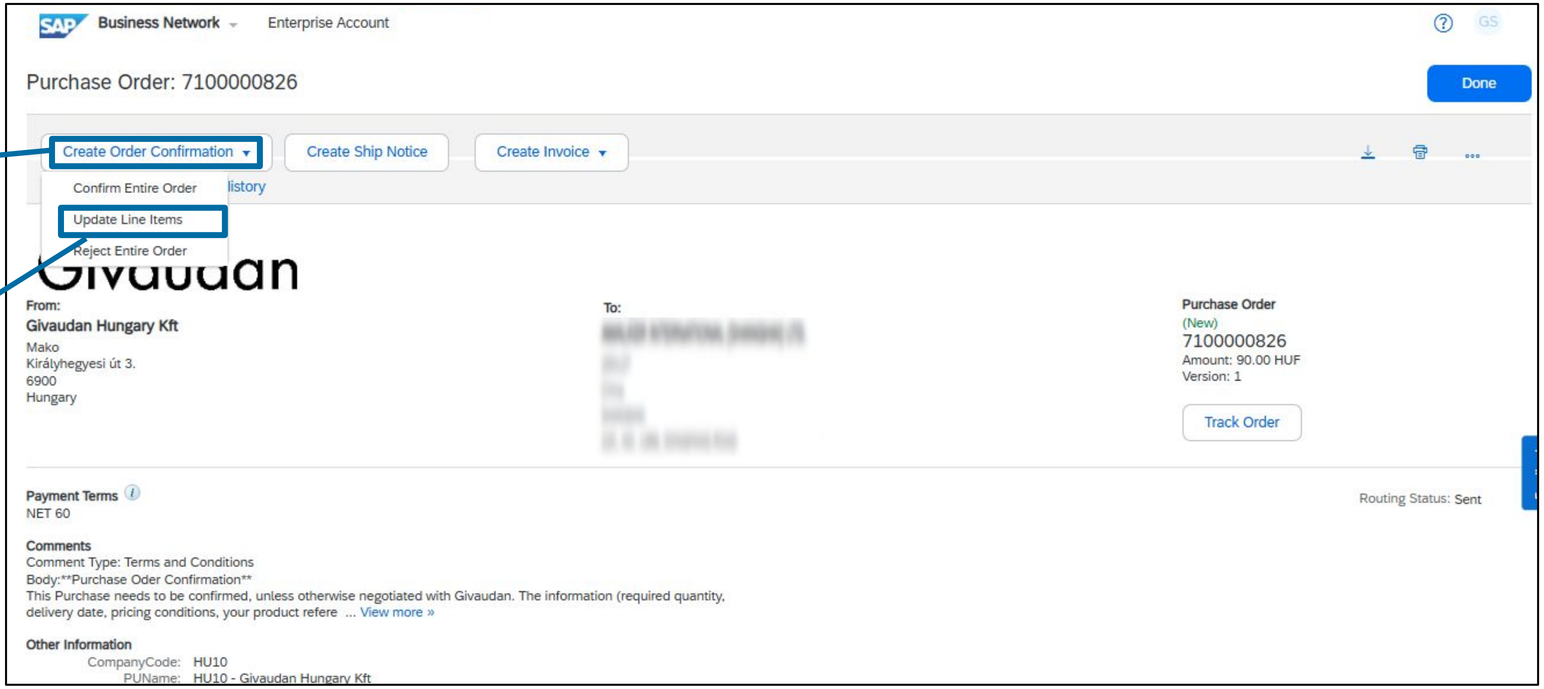
You can create a full **order confirmation** with a revised **delivery date** from the Purchase Order (PO) by accessing from two channels:

1. From the email notification.
2. By signing-in into the **SAP Business Network** and searching for the PO manually.

Follow the below step after you have accessed the PO.

1 You click on '**Create Order Confirmation**'.

2 Then select '**Update Line Items**'.

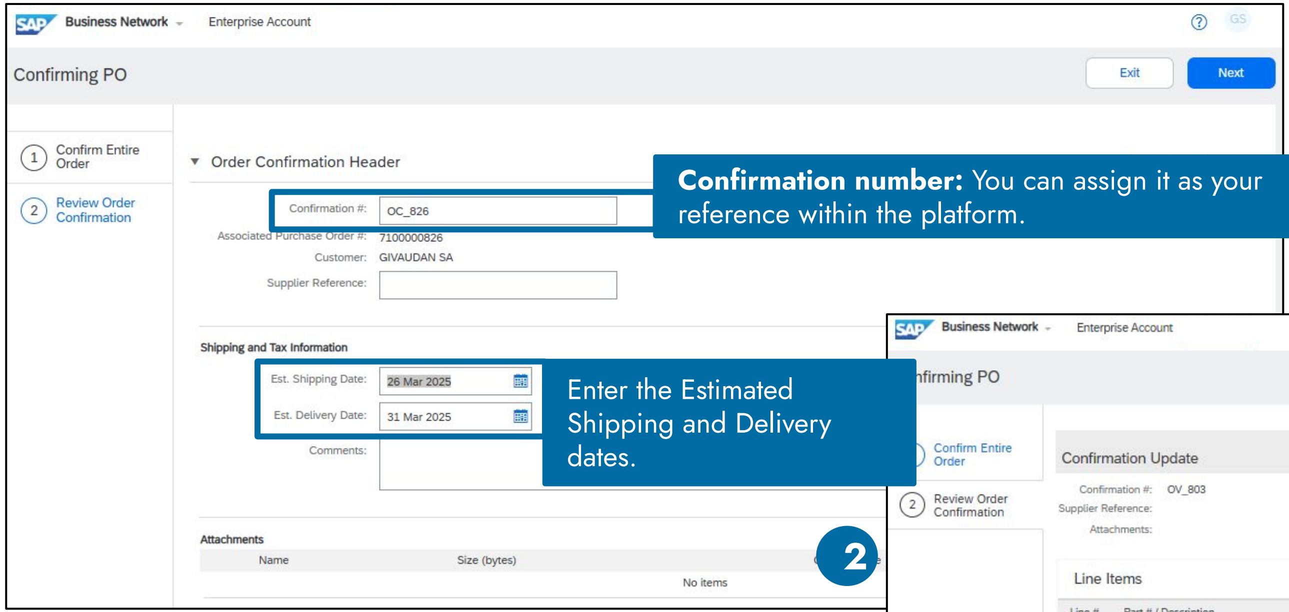


Order confirmation

Full confirmation: delivery date not the same as need-by date

Create a full **order confirmation** with a revised **delivery date** different from the original need-by date.

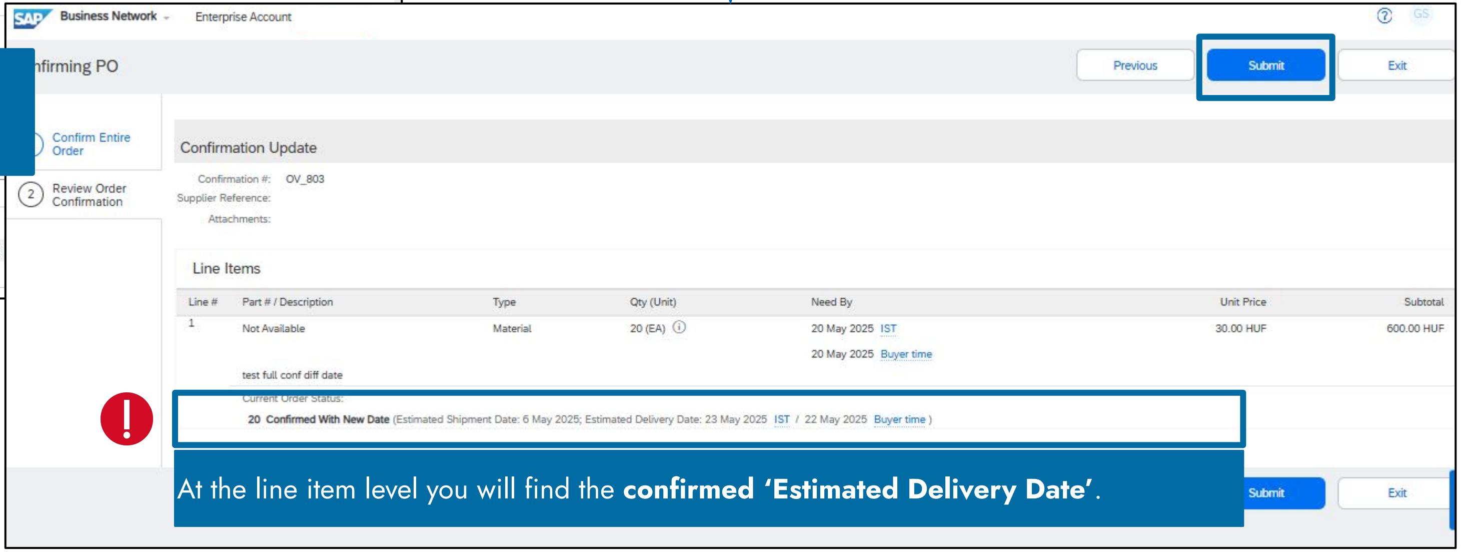
1



Confirmation number: You can assign it as your reference within the platform.

Enter the Estimated Shipping and Delivery dates.

2



At the line item level you will find the **confirmed 'Estimated Delivery Date'**.

After you submit the order confirmation, the Givaudan requester and buyer will see the same confirmation updated in their Ariba procurement system.

Order confirmation

Split confirmation

Order confirmation

Split confirmation

You can split the order confirmation against the Purchase Order by confirming multiple delivery dates and quantity. To do so from the Purchase Order (PO), access the same from two channels:

1. From the email notification.
2. By signing-in into the **SAP Business Network** and searching for the PO manually.

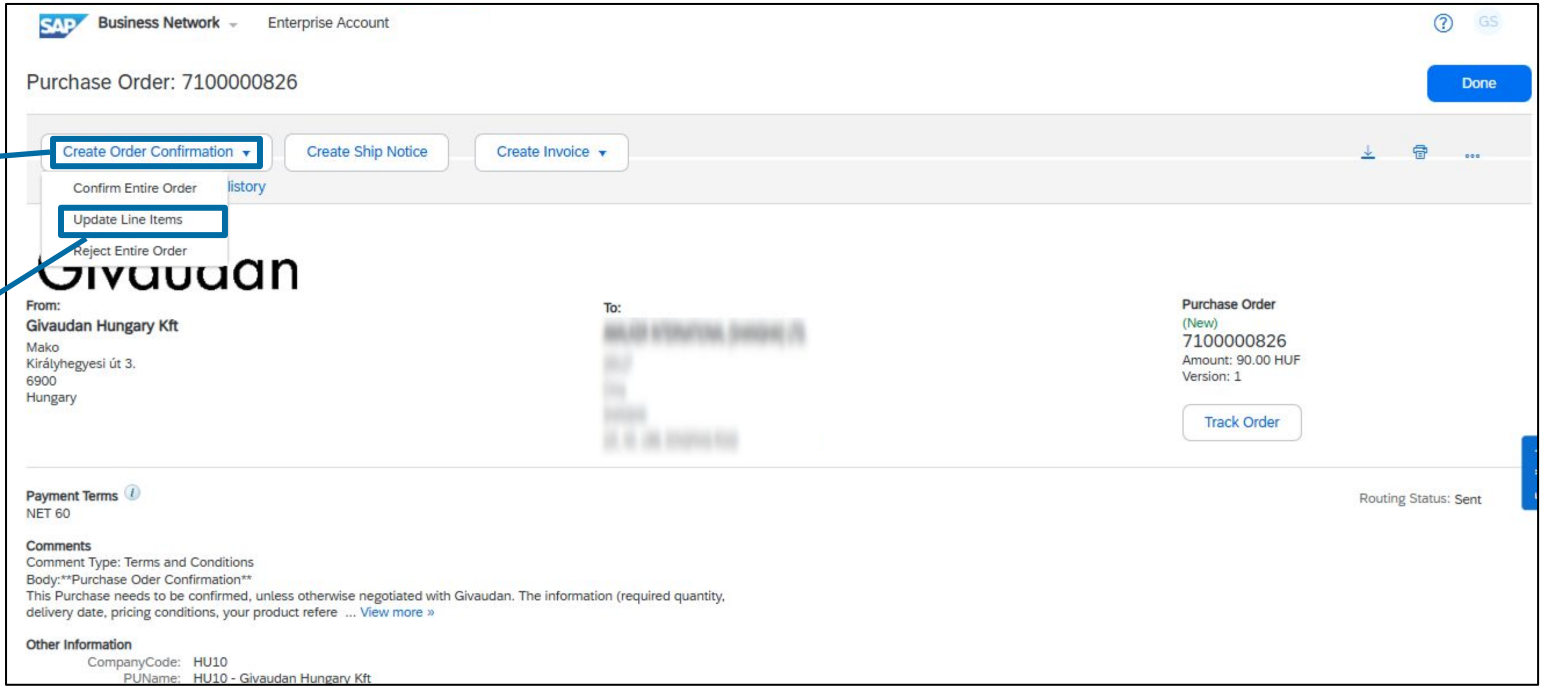
Follow the below step after you have accessed the PO.

Click on '**Create Order Confirmation**'.

1

Then select '**Update Line Items**'.

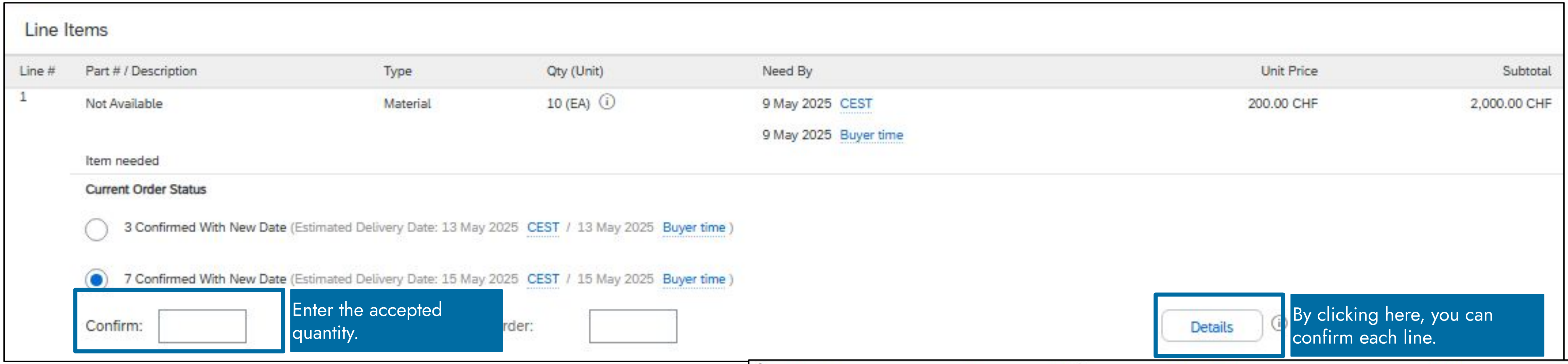
2



Order confirmation

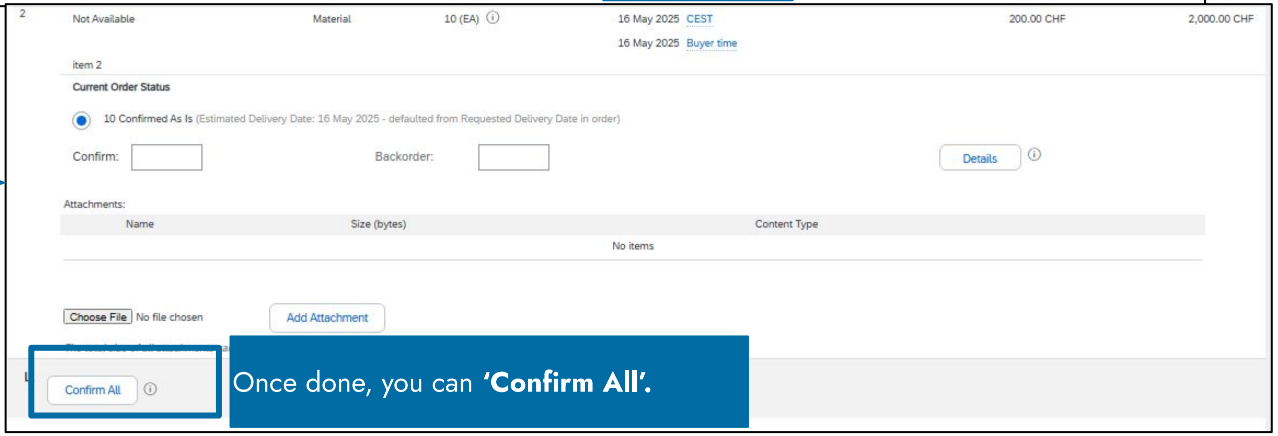
Split confirmation

1



Enter the accepted quantity.

By clicking here, you can confirm each line.



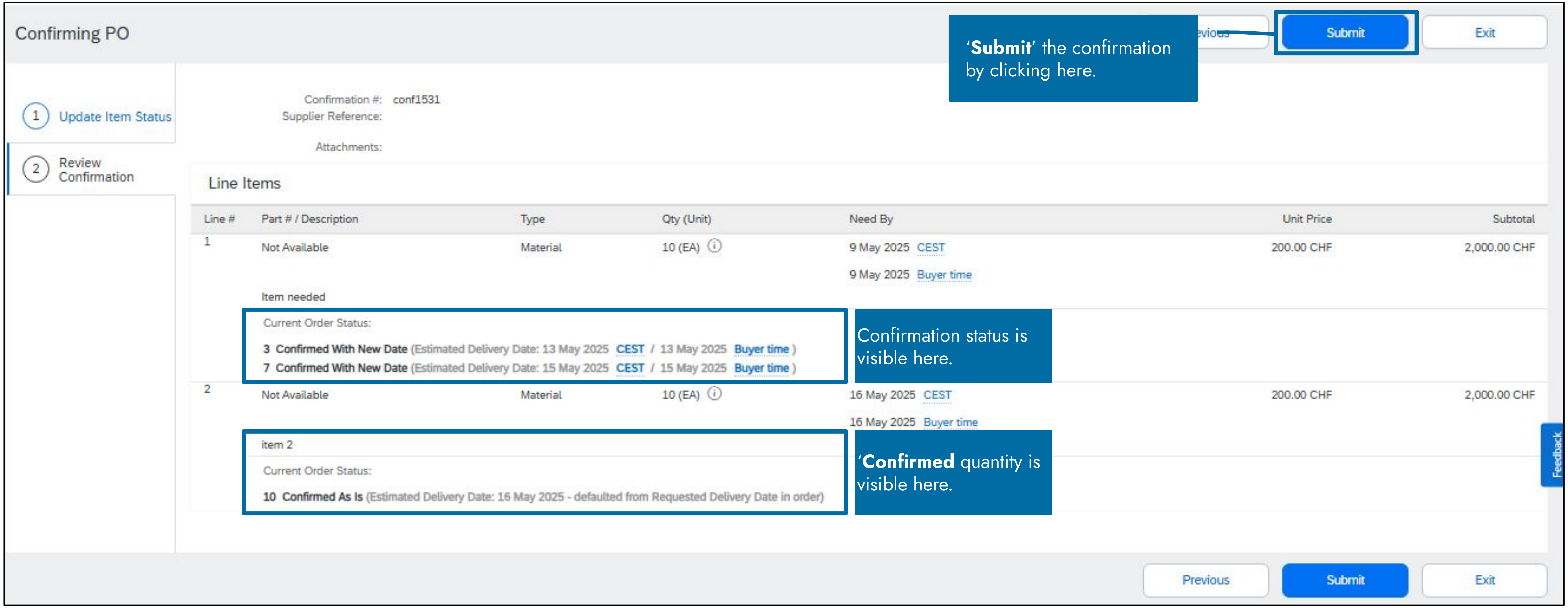
Once done, you can **'Confirm All'**.

Order confirmation

Split confirmation

Submit the Order Confirmation after reviewing and finalising the details.

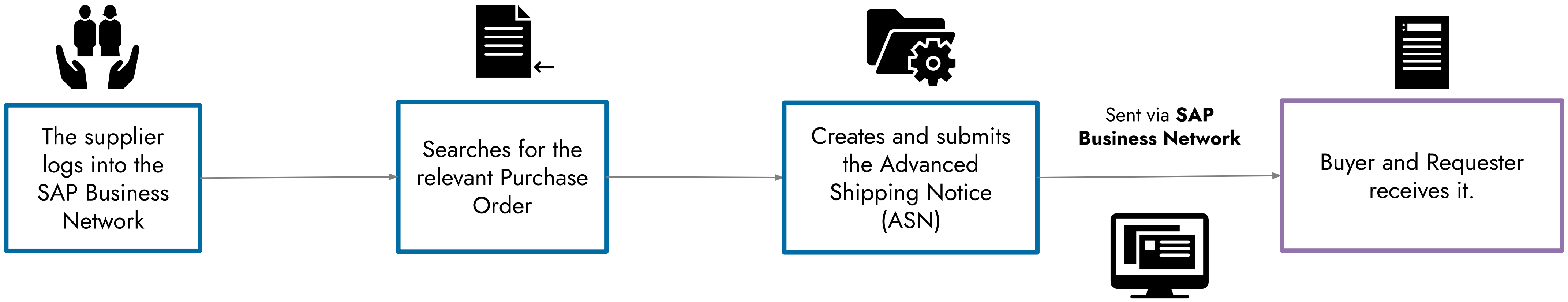
2



After you submit the order confirmation, the Givaudan requester and buyer will see the same confirmation updated in their Ariba procurement system.

Advanced shipping notice creation

Advanced Shipping Notice (ASN) creation



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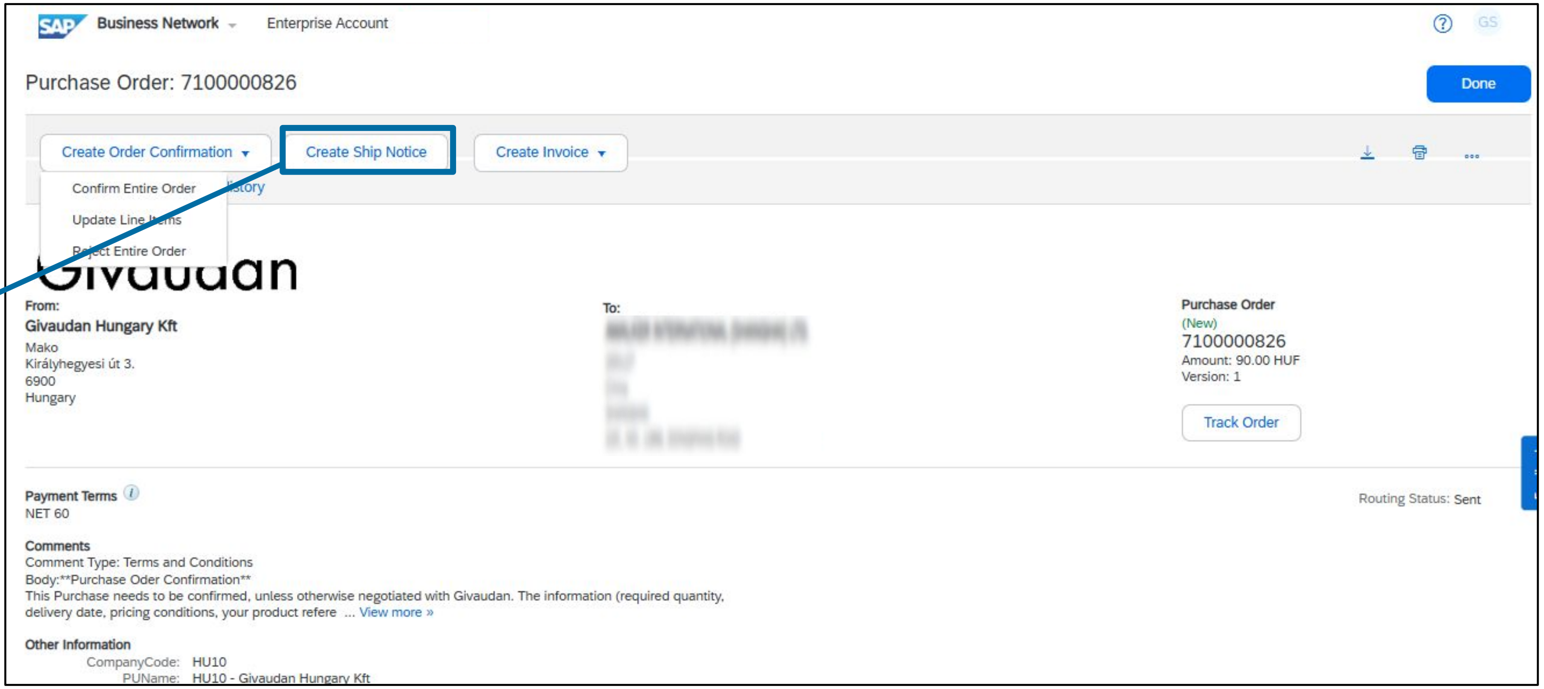
Advanced shipping notice creation

You can create an Advanced shipping notice (**ASN**) by navigating to the **PO** via the steps discussed earlier in Order Confirmation section.

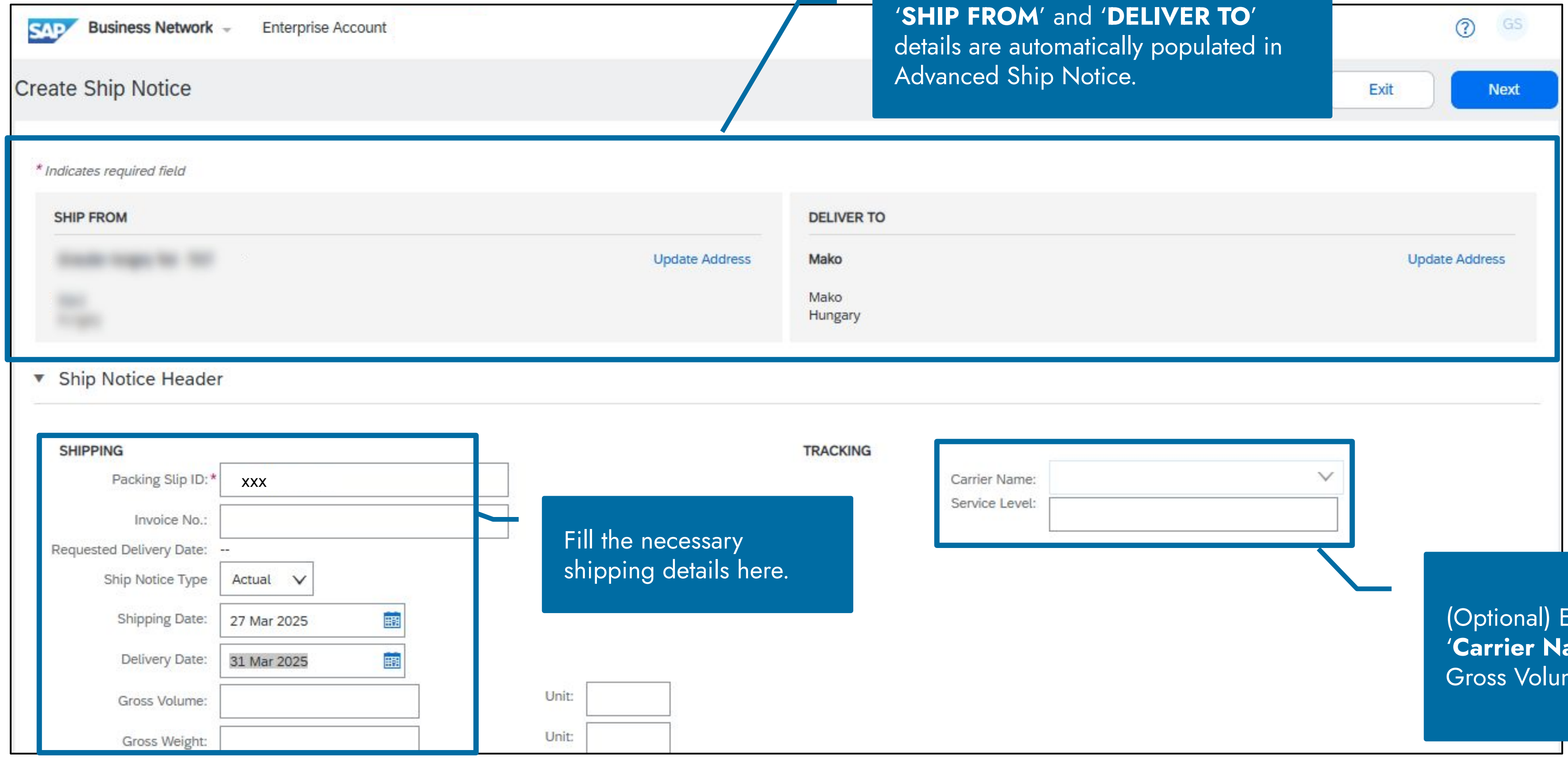
Click on '**Create Ship Notice**'.



Advanced shipping notice creation

Shipping details at header level

‘**SHIP FROM**’ and ‘**DELIVER TO**’ details are automatically populated in Advanced Ship Notice.

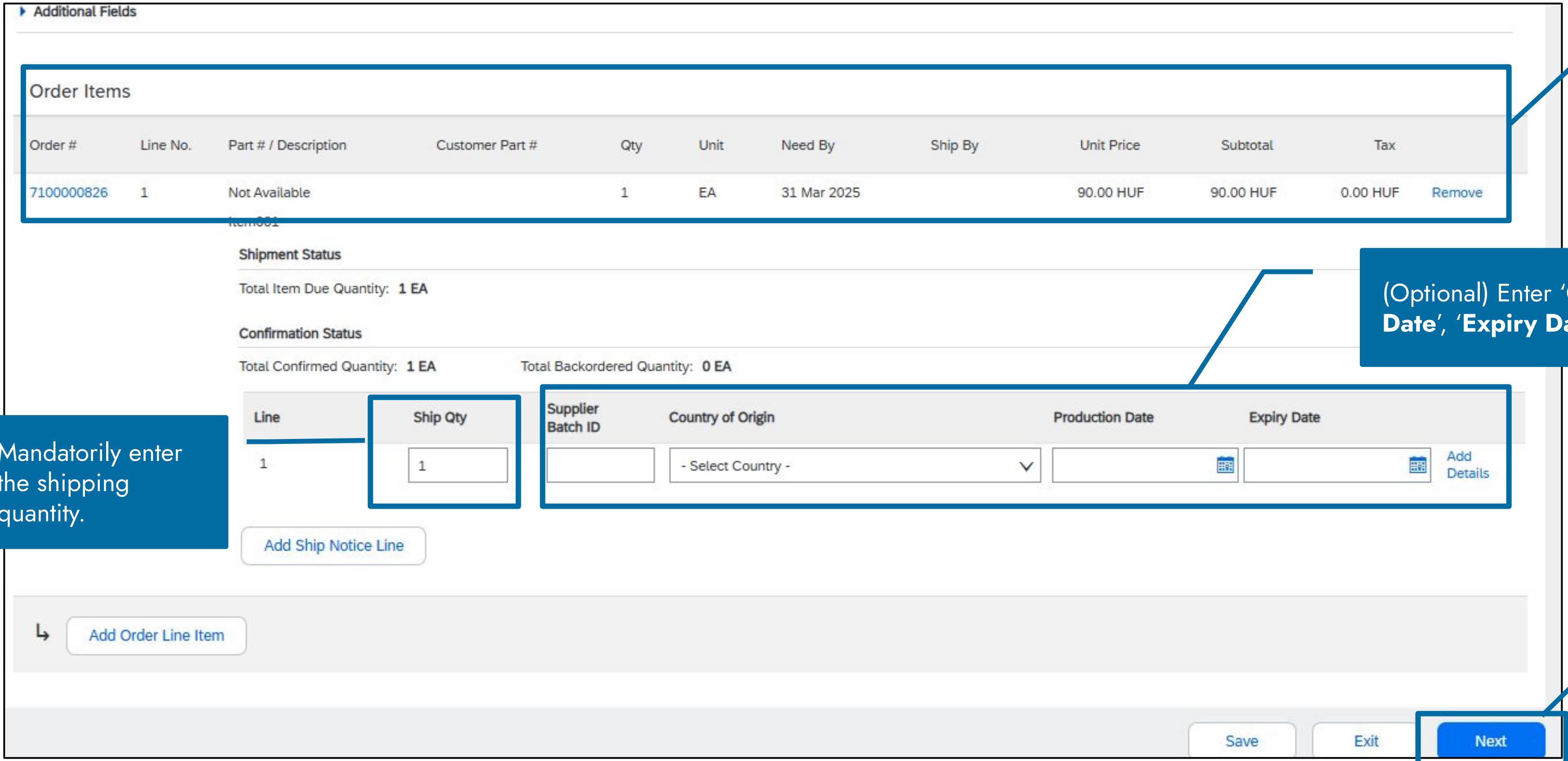


Fill the necessary shipping details here.

(Optional) Enter details like ‘**Carrier Name**’, ‘**Service Level**’, Gross Volume/ Weight.

Advanced shipping notice creation

Line-level field details



Line level details are pre-filled from the PO.

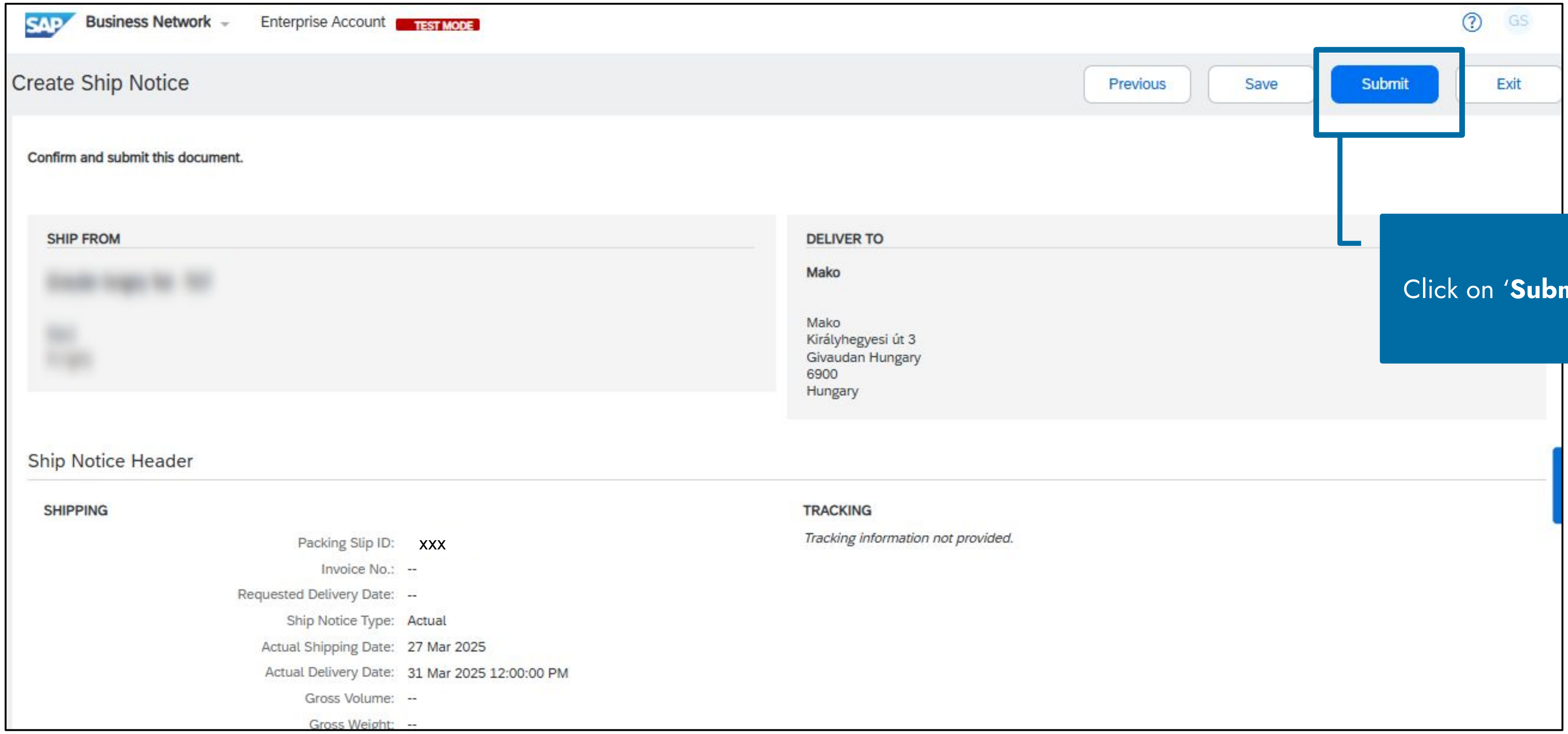
(Optional) Enter '**Country of Origin**', '**Production Date**', '**Expiry Date**', '**Supplier Batch ID**'.

Mandatorily enter the shipping quantity.

Click on '**Next**'.

Advanced shipping notice creation

Submitting the Advanced shipping notice



Click on '**Submit**'.

After you submit the advanced shipping notice, the Givaudan requester and buyer will see the same confirmation updated in their Ariba procurement system.

Introduction to PO Flip

Introduction to PO Flip

What is PO Flip?

- A PO Flip converts a PO into an invoice, enabling you to generate invoices directly.

Benefits of PO Flip on SAP Business Network (SBN)

- **Less manual entry** – saves time and reduces errors.
- **More accuracy** – ensures invoice matches PO exactly.

Prerequisites

- You must be registered and connected to the buyer on SAP Network.
- You must provide required invoice details as per buyer and system requirements.

PO Flip – Material PO

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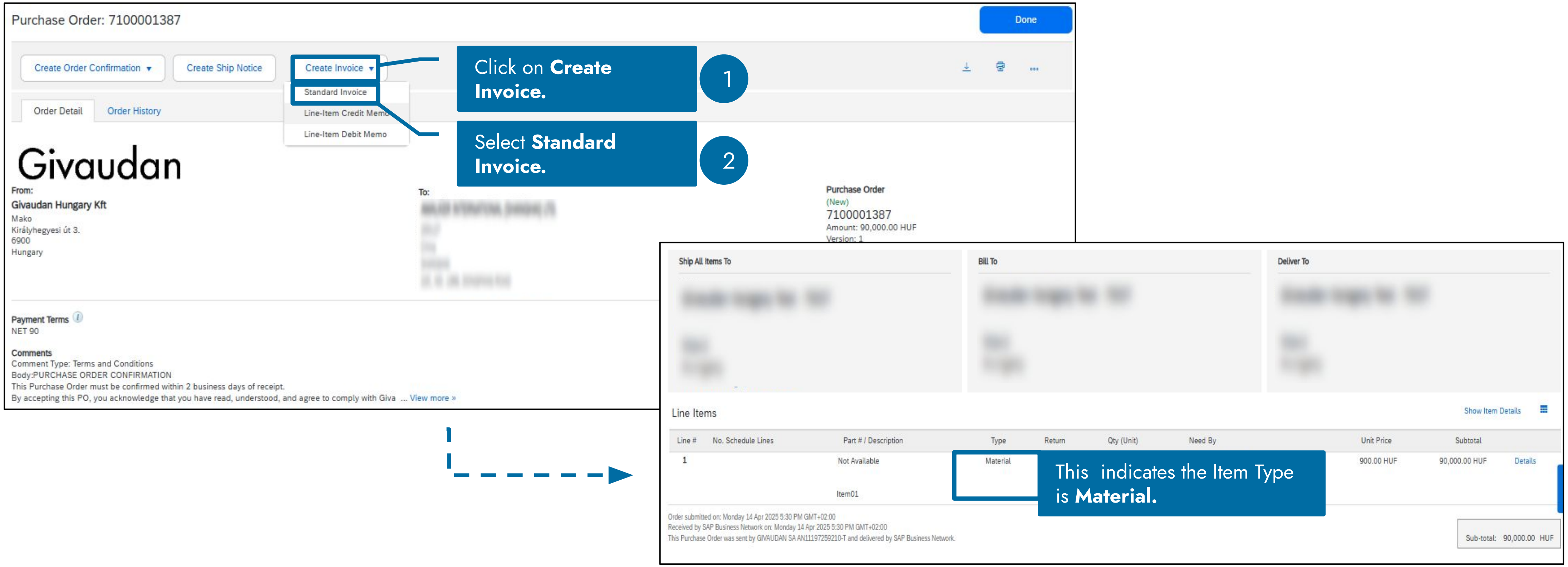
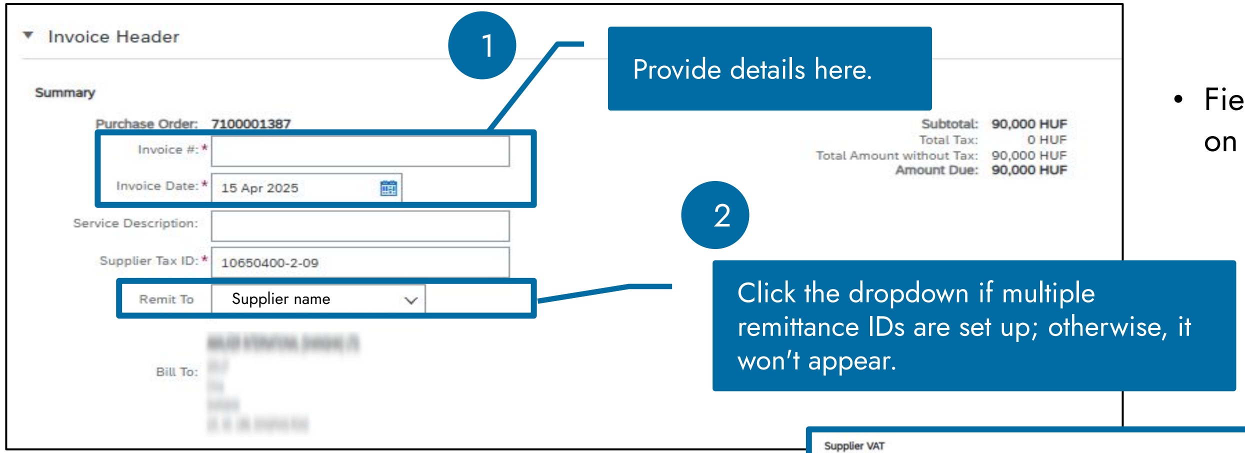
Create and Submit Invoice

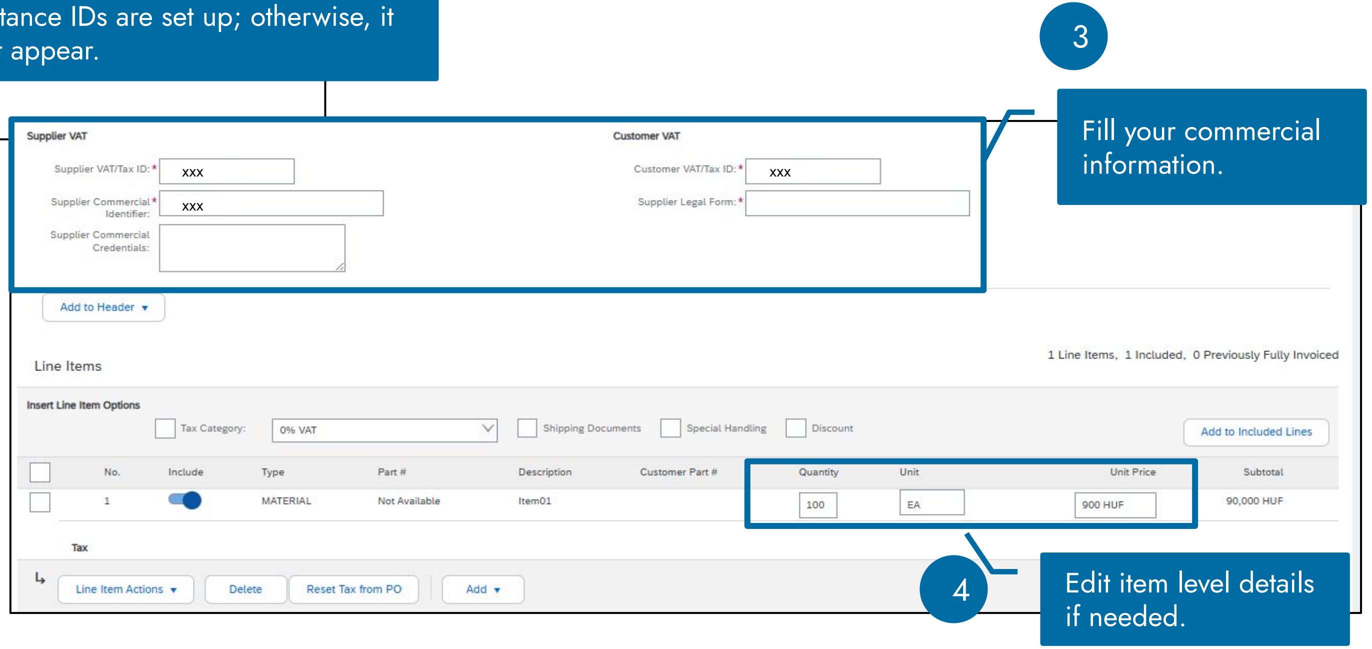
- Click on the **PO number** to review the Purchase Order.
- Click **Invoice** □ Click **Standard Invoice.**



Create and Submit Invoice



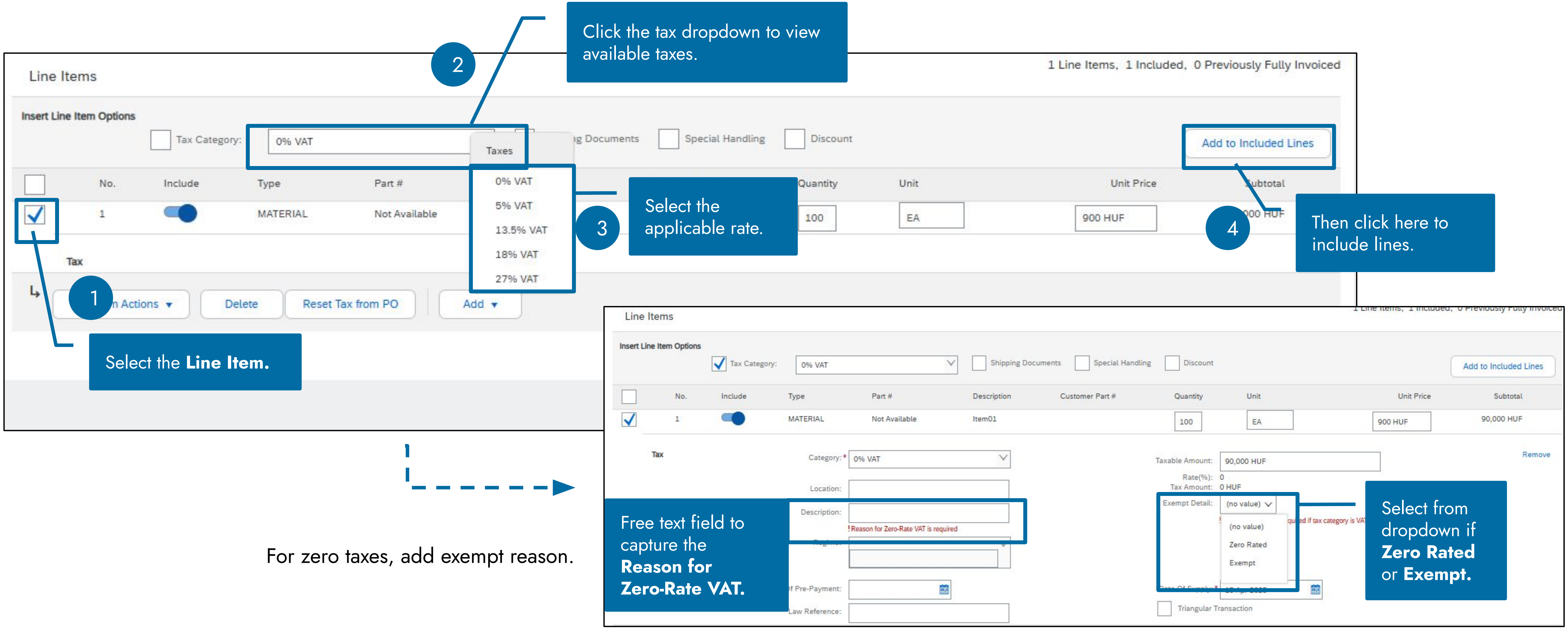
- Fields with a red asterisk are mandatory, depending on invoice type and local requirements.



- Supplier details (Tax ID, VAT ID, etc.) are set up once in SAP BN and are then defaulted on PO Flip.
- All PO items are transferred to the invoice for editing before submission.

Create and Submit Invoice

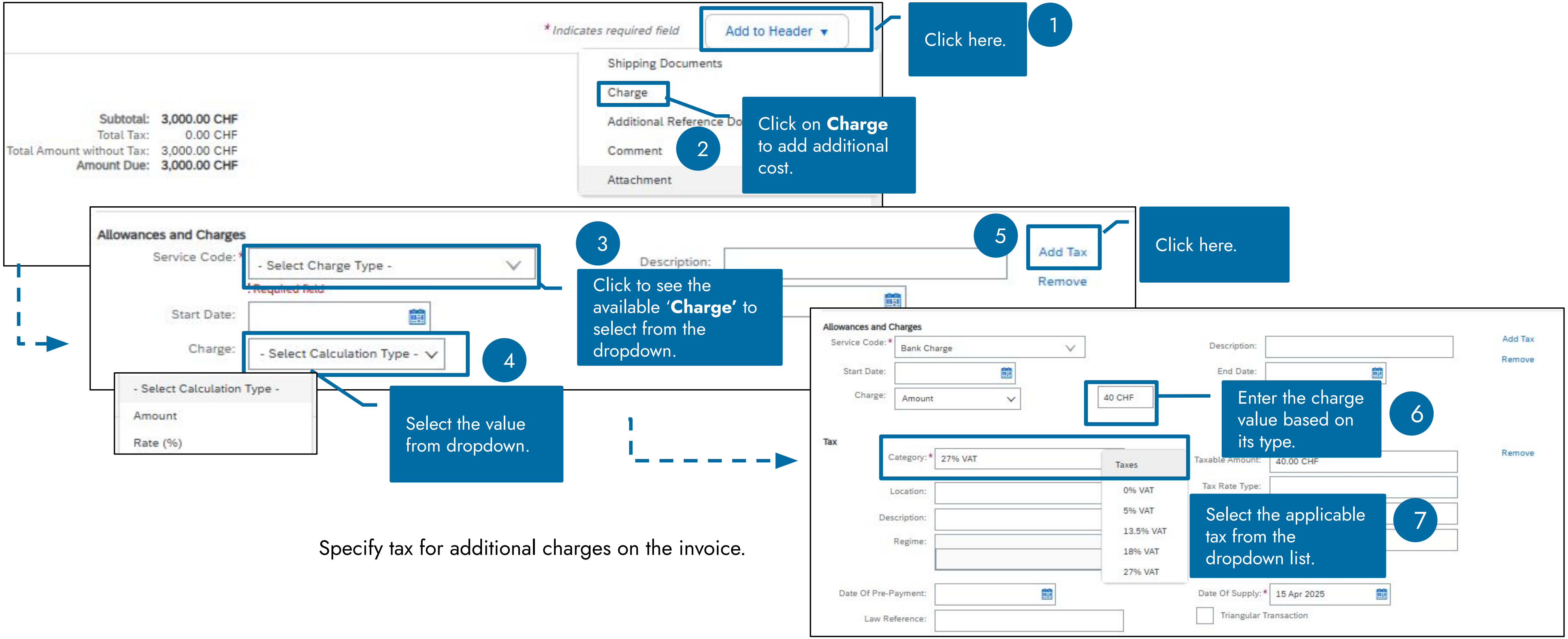
Adding Tax to Invoice



For zero taxes, add exempt reason.

Create and Submit Invoice

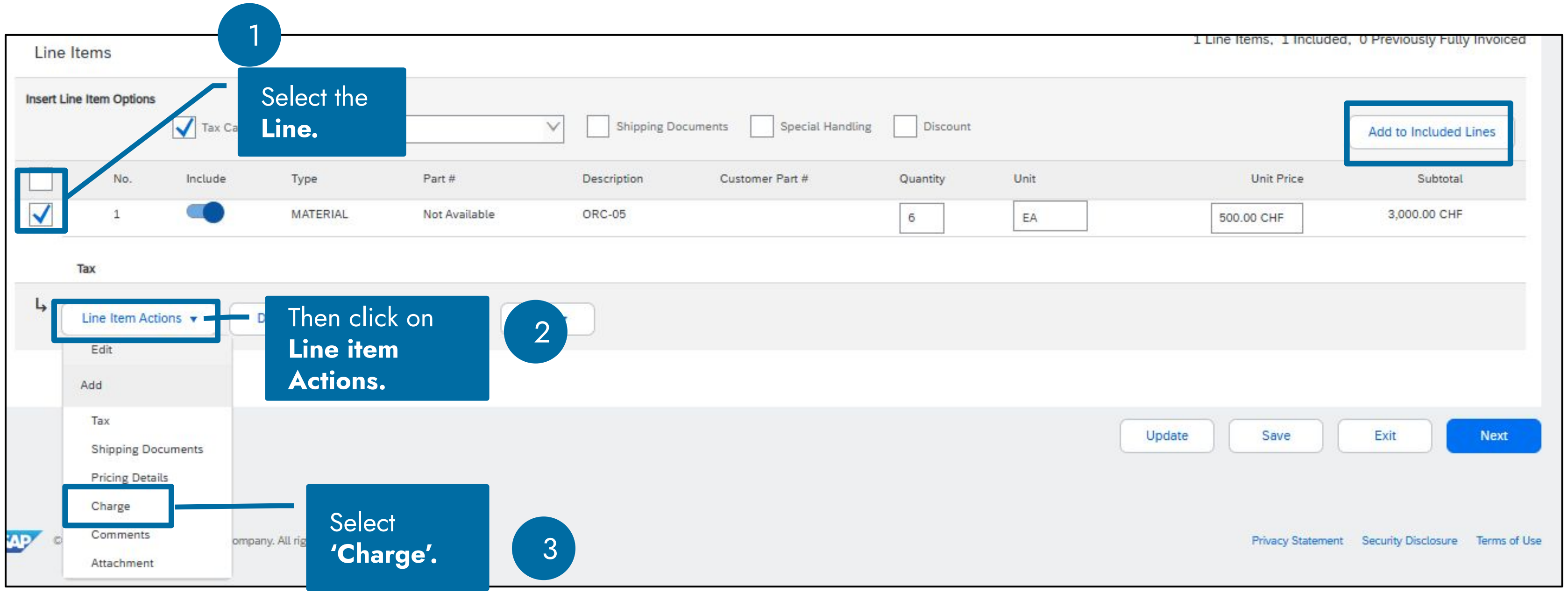
Additional Charges at Header level



Specify tax for additional charges on the invoice.

Create and Submit Invoice

Additional Charges at Line-item level

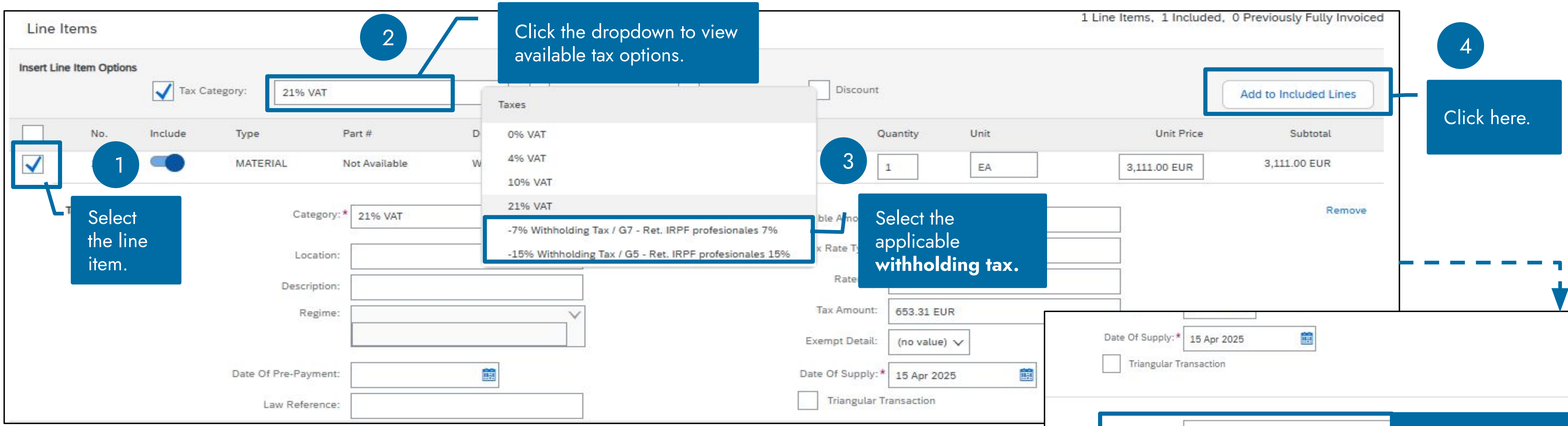


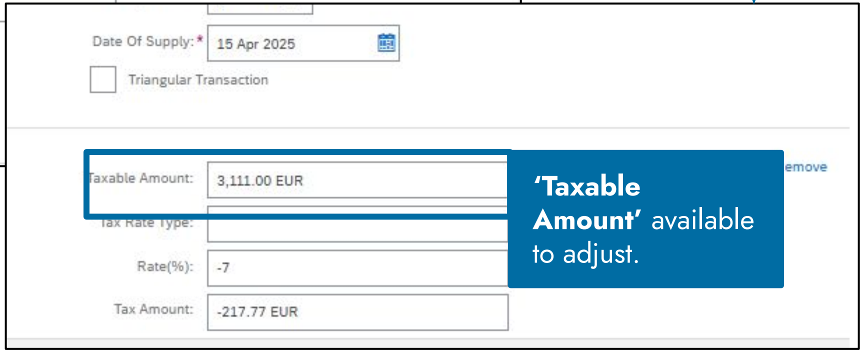
Add item-level charges following the same steps as header-level charges.

Create and Submit Invoice

Withholding Tax for Spain

- Certain suppliers may be subject to withholding taxes in specific countries.
- The PO Flip process allows suppliers to apply withholding tax on the invoice at the item level, following the applicable tax on each line item.
- Withholding tax fields will only be visible to you if your country is eligible for such taxation.



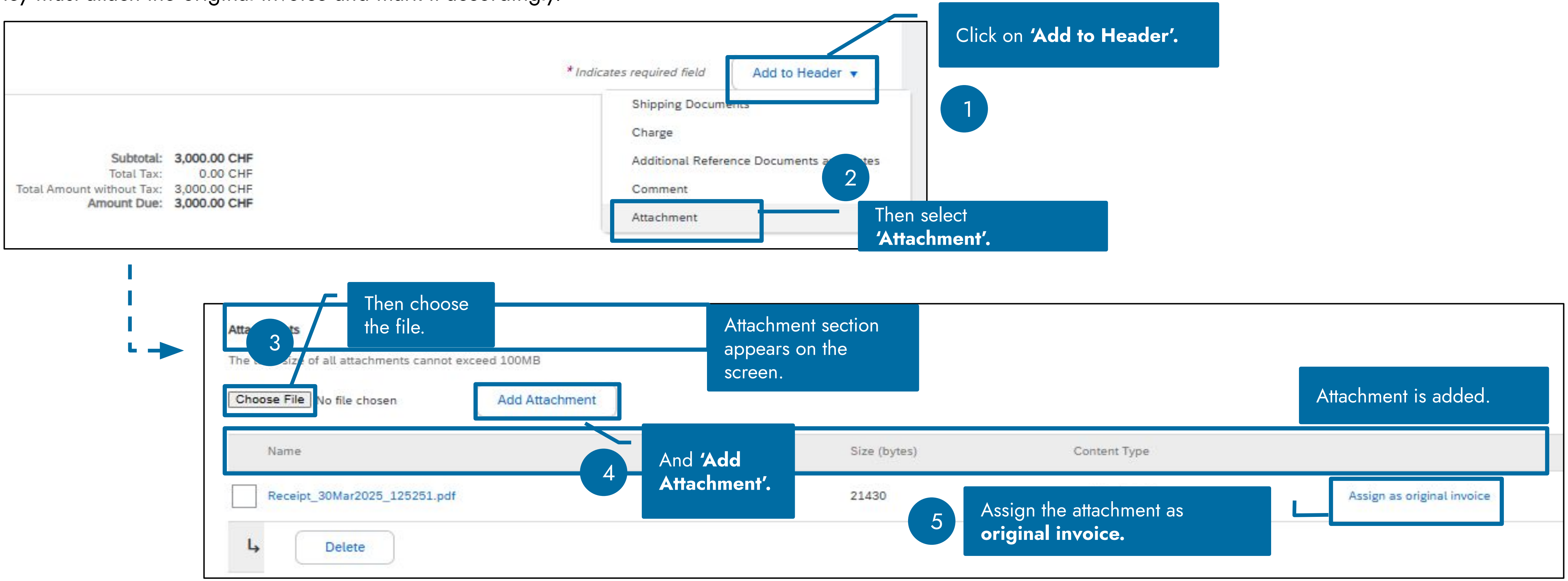


- Some countries tax only 50% of the base amount.
- You must adjust the taxable amount accordingly.

Create and Submit Invoice

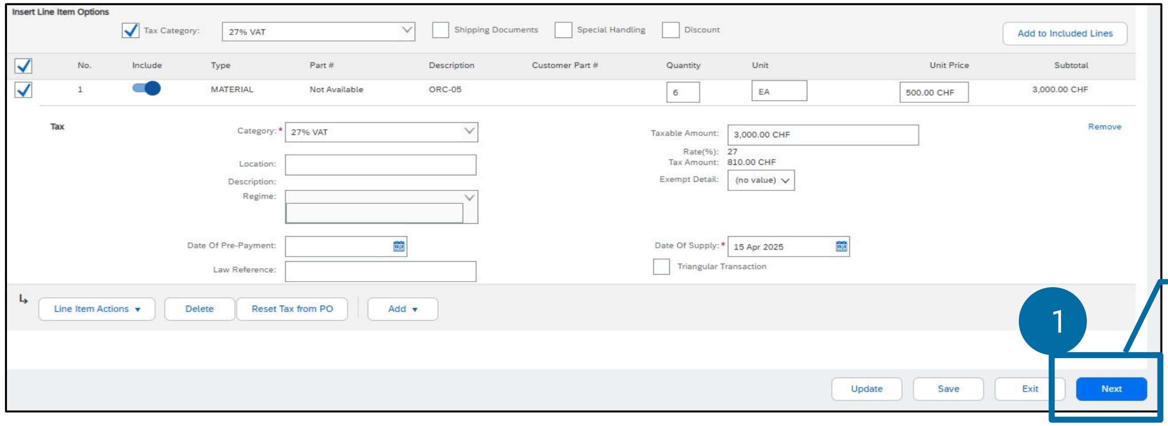
Attachments

- Invoice attachment is optional and becomes essential for Pro-forma invoices.
- PO flips for foreign invoices with non EU members are treated as Pro-forma invoices.
- They must attach the original invoice and mark it accordingly.



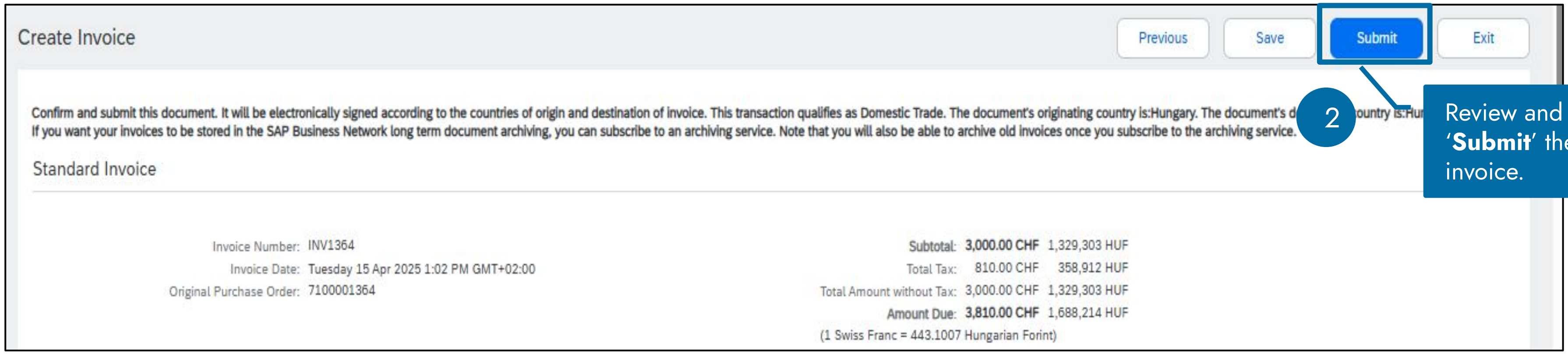
Create and Submit Invoice

Completion



1

Once done, click **'Next'.**



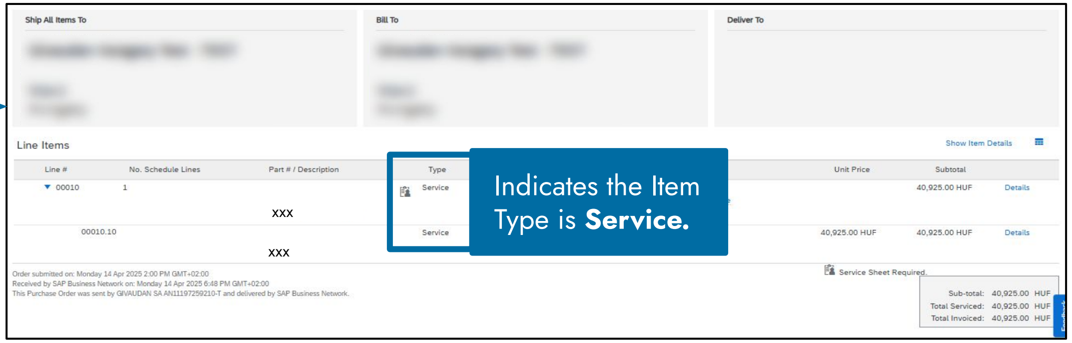
2

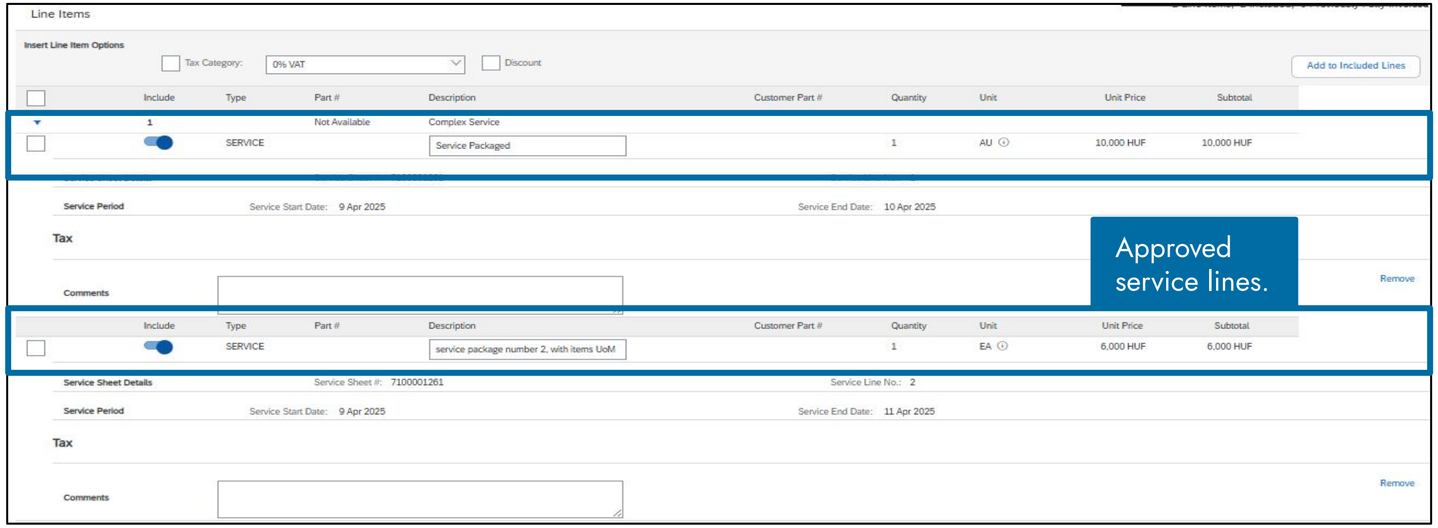
Review and '**Submit**' the invoice.

PO Flip – Service PO with SES created by Givaudan requester

Create and Submit Service Invoice

- Click on the Purchase Order to review it.
- Invoices can only be submitted for approved Service Entry Sheets.
- PO status must be '**Serviced**' or '**Partially Serviced**'.



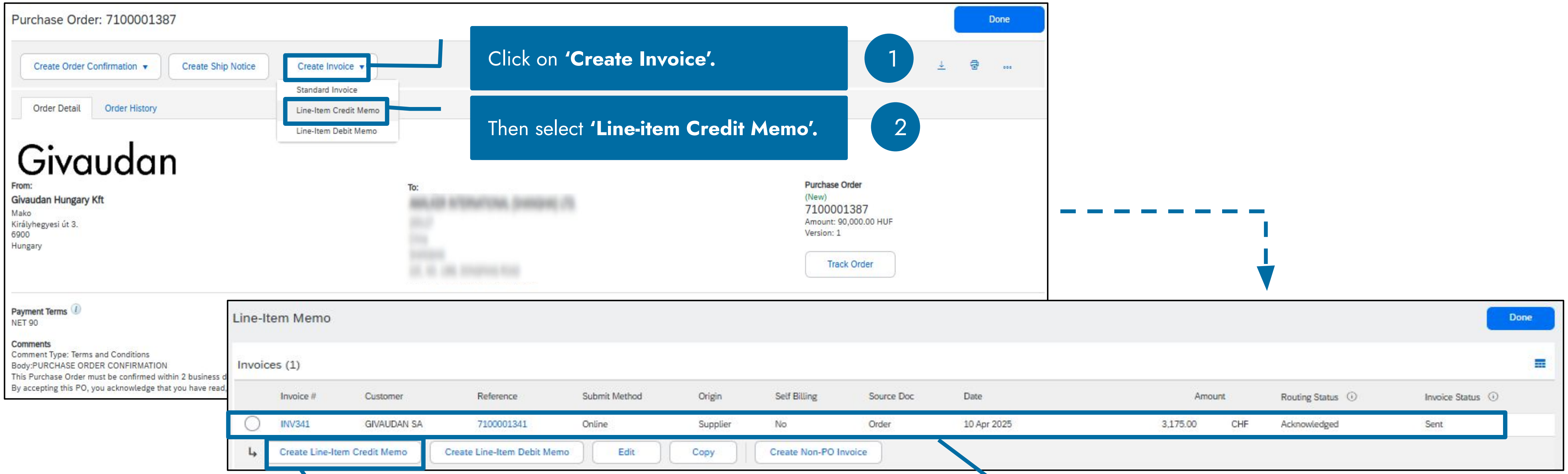


- Invoices can only be created for approved Service Entry Sheets.
- Complete adding details to the required fields (marked with a red asterisk).
- The invoice creation and submission process is the same as for Material PO.

Credit Memo on SAP BN

Create and Submit Credit Memo

Click the PO number to review the Purchase Order.



1 Click on **'Create Invoice'.**

2 Then select **'Line-item Credit Memo'.**

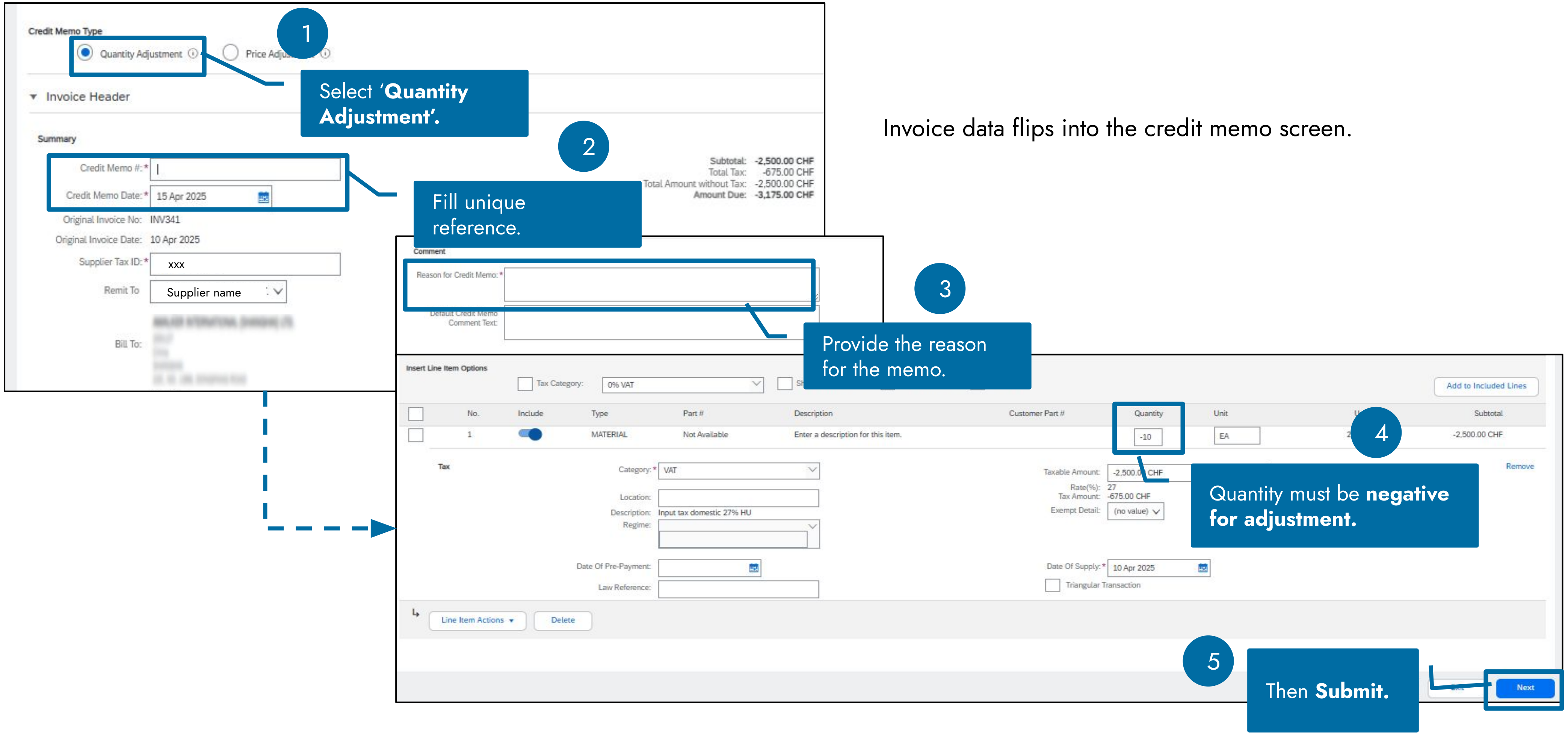
3 Select the Invoice against which **credit memo** needs to be created.

4 Click on **'Create Line-item Credit Memo'.**

Create and Submit Credit Memo

Quantity Adjustment

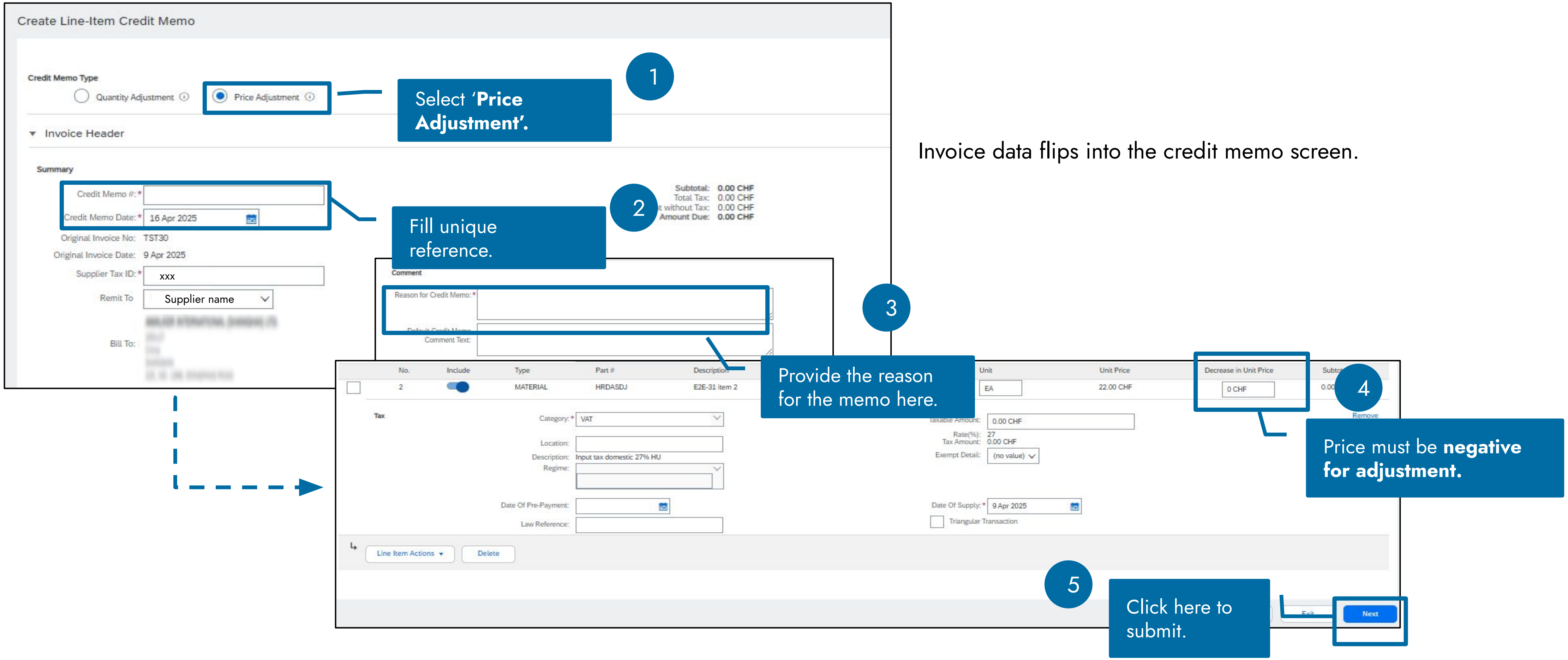
Invoice data flips into the credit memo screen.



Create and Submit Credit Memo

Price Adjustment

Invoice data flips into the credit memo screen.



Debit Memo on SAP BN

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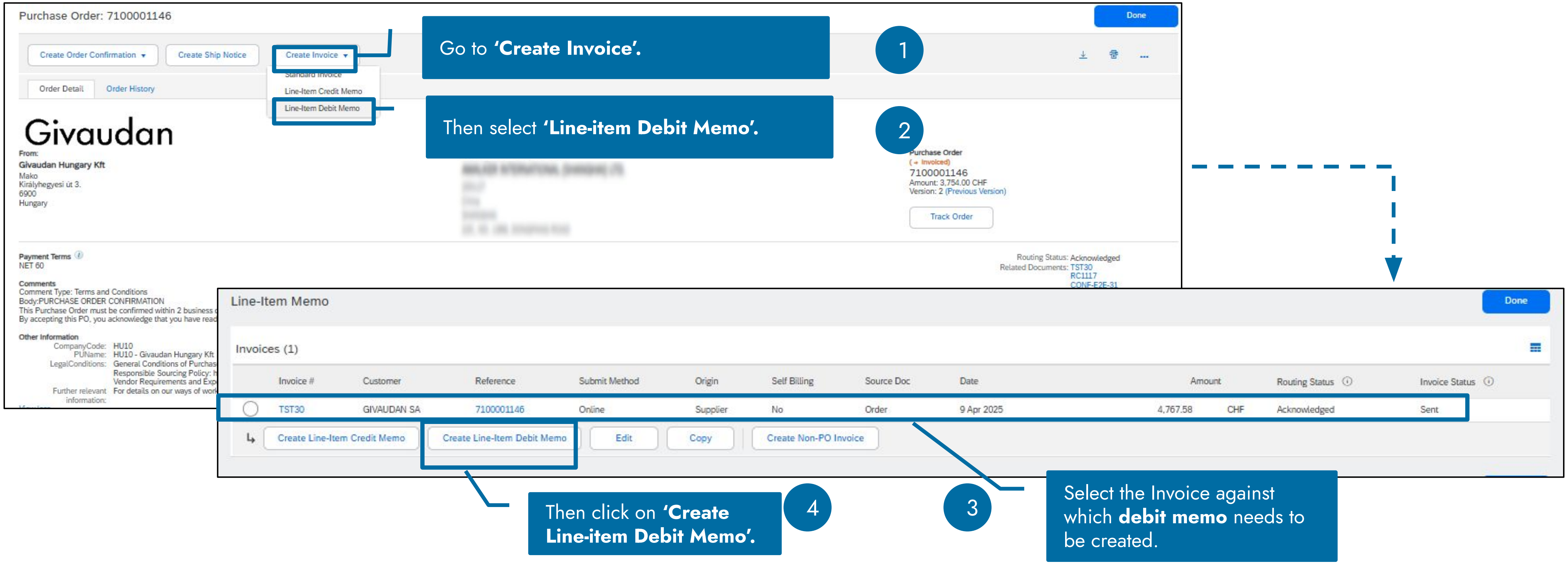
Create and submit Debit Memo

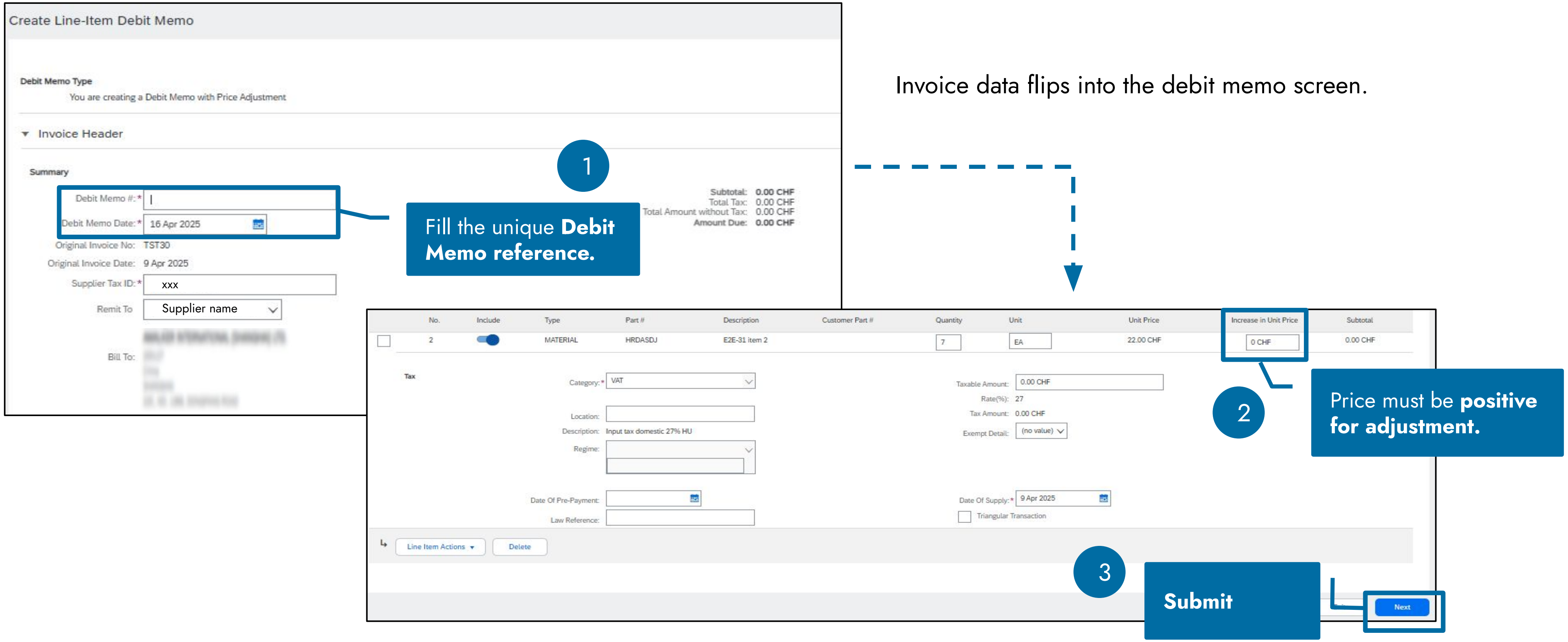
Click the PO number to review the Purchase Order.



Create and submit Debit Memo

Price Adjustment

Invoice data flips into the debit memo screen.



PO Flip – Service PO with Auto SES

What is Auto SES

What is auto SES from invoice?

- Auto SES creates a Service Entry Sheet (SES) from an invoice triggered via SAP Business Network (SBN) for service orders.

How auto SES from invoice works:

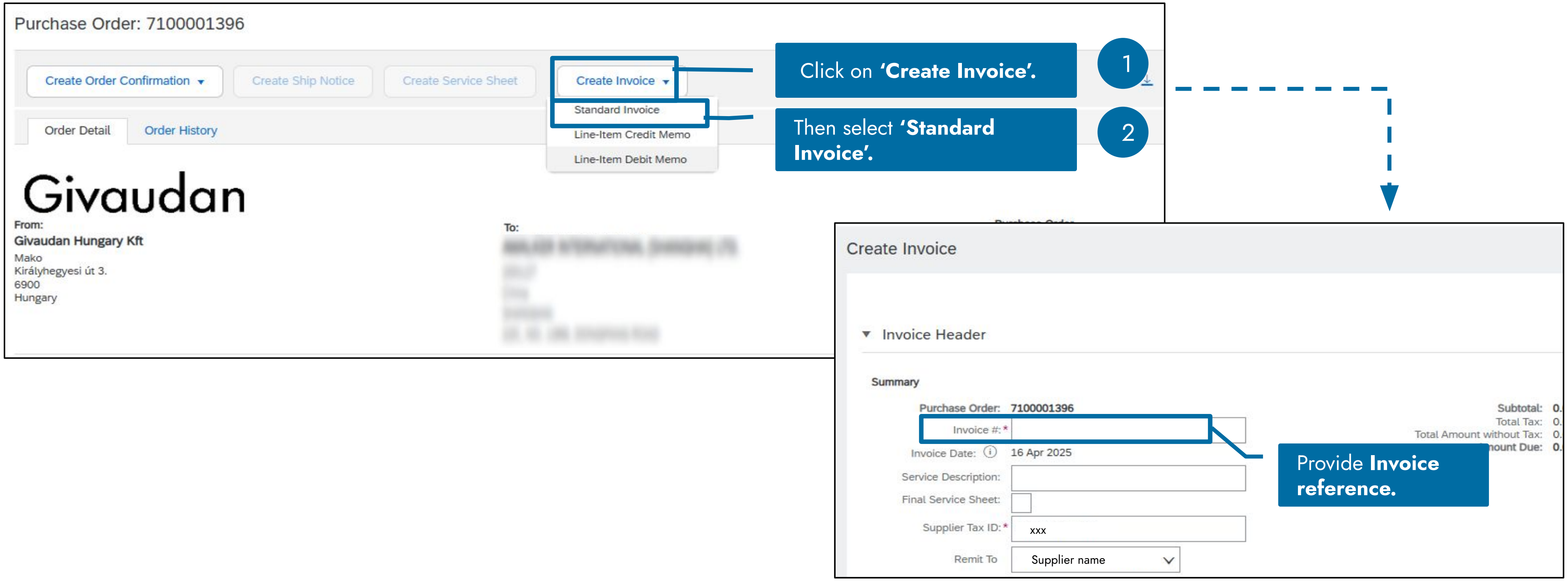
- Supplier submits service PO invoice via SAP Business Network.
- Auto SES is created.
- SES is sent for approval to Givaudan.

Benefits

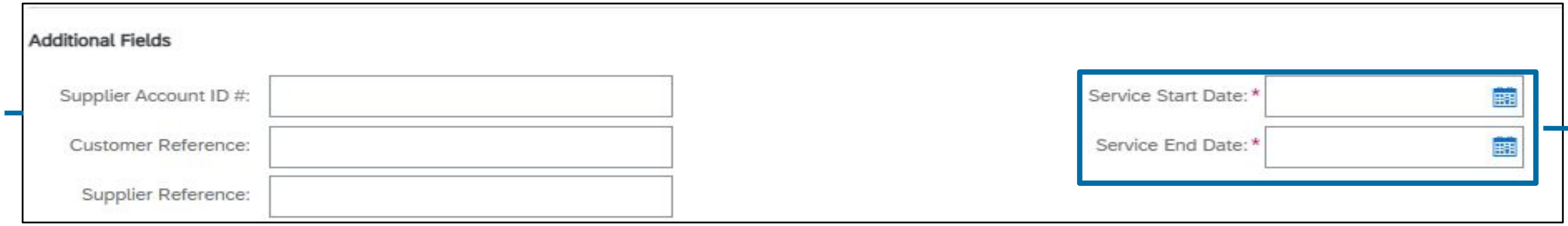
- Eliminates manual SES creation.
- Accelerates invoice processing.
- Ensures invoice accuracy.

Create and submit Invoice for Auto SES

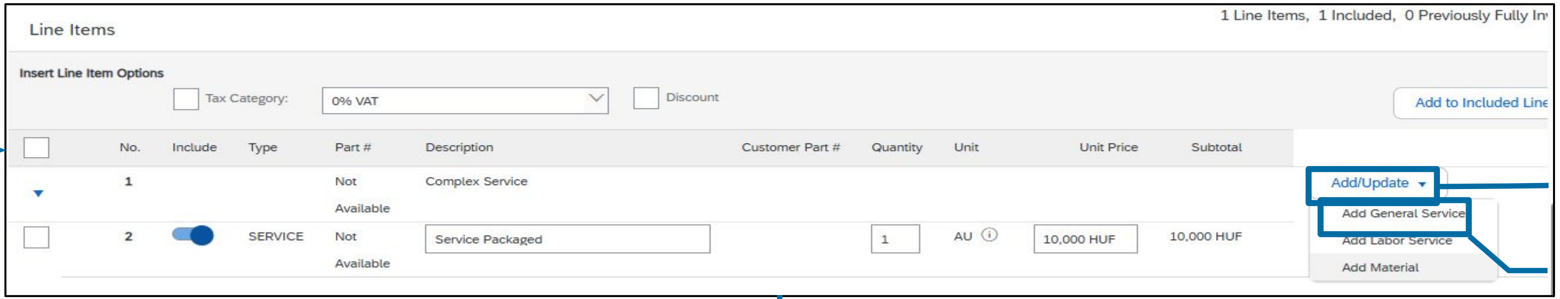
You can view the Purchase Order from SAP Business Network.



Create and submit Invoice for Auto SES



Provide all the details here.

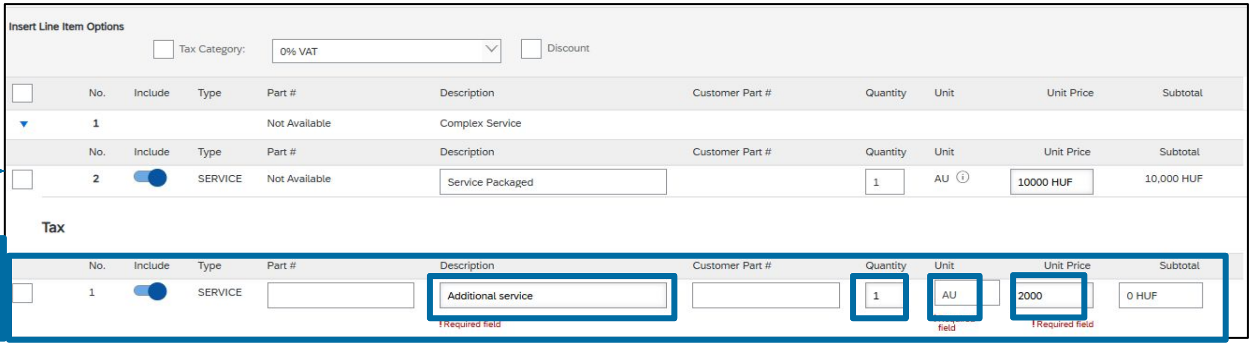


Click here to add unplanned items.

1

Select **'Add General Service'.**

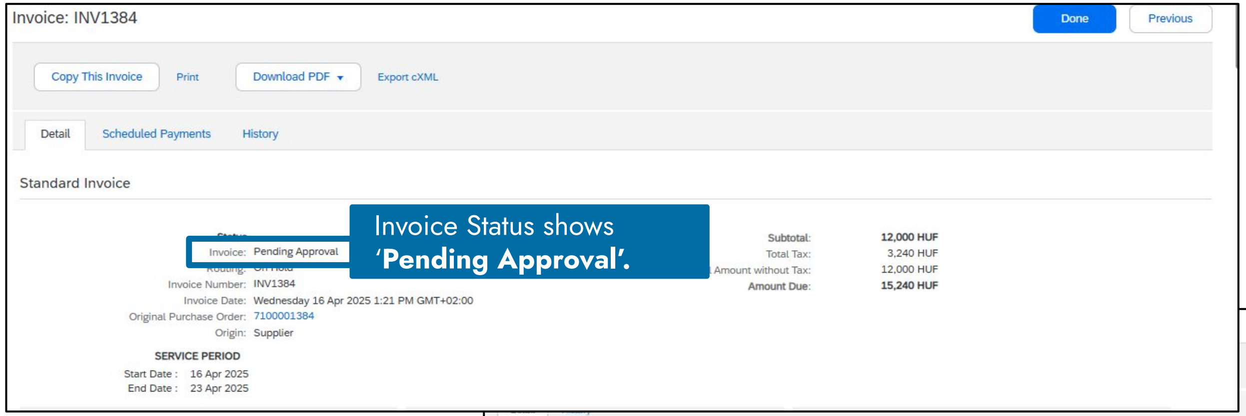
2

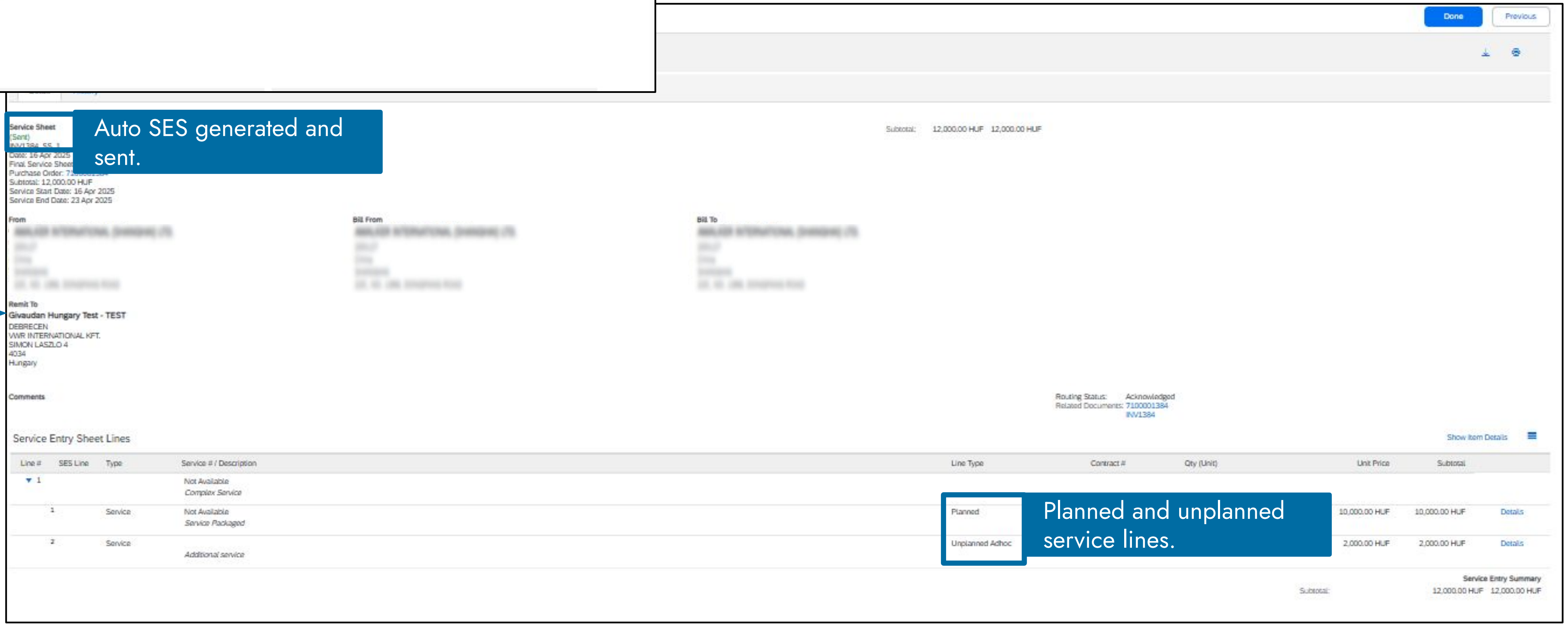


Enter required data, click 'Next', then 'Submit'.

Provide mandatory data.

Invoice and Auto SES status on SAP BN





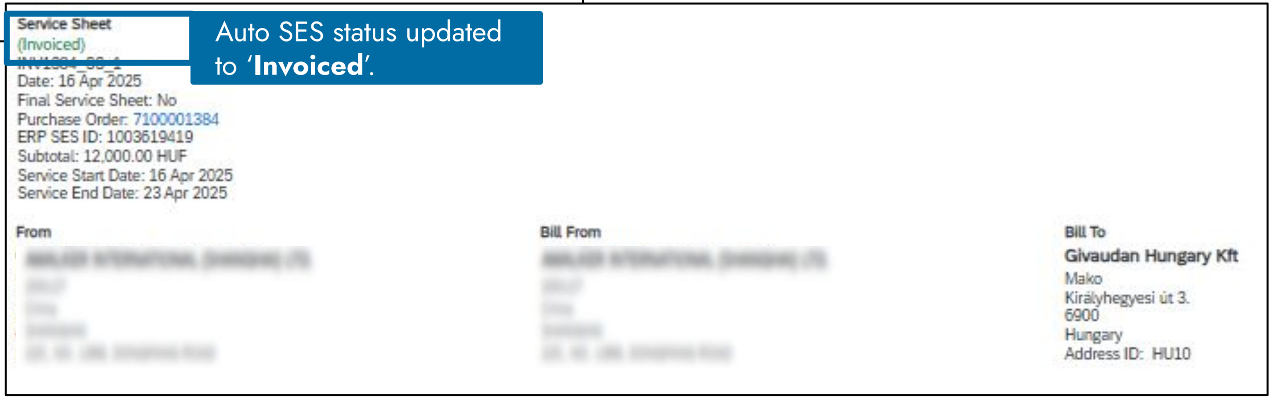
- After submission, SES is auto-generated from the invoice and sent for approval.
- Invoice stays on hold until approval in SAP BN.

Givaudan

Invoice and Auto SES status on SAP BN

SES is generated and sent for approval while the invoice stays on hold until the SES is approved.

After the SES is approved (by Givaudan requester), the invoice is now successfully routed and sent to Givaudan. The PO also moves to required invoiced/partially invoiced status on your side.



Auto SES status updated to '**Invoiced**'.

Responding to a tactical sourcing event

Tactical sourcing details

Tactical sourcing enables suppliers to participate in sourcing events which have been initiated by Givaudan for a specific buying need.

Request for Quotation notification	Supplier quote submission	Quote selection and PO creation
Requesters will submit the RFQ form. Once the it is submitted, suppliers will receive a notification to respond to the RFQ event.	Once the Supplier submits quotes, the Requester will be notified.	Requesters will then choose the best quote, a PO will then be generated and sent to the supplier.

Email

Supplier

Tactical sourcing

Receive email about the sourcing event

Once the RFQ form is submitted successfully by the requester, you will receive an email to respond to sourcing event.

Givaudan Ariba-TEST Inbox Givaudan Ariba-TEST has invited you to participate in an event: RFQ174-test rfq ... May 12

Doc254447655...

Email in inbox.

Givaudan Ariba-TEST

RFQ174-test rfq 001

Please review this RFP or RFI and submit your response by email or by visiting the event page.

- To submit your response by email:
  1. Download the attached Excel file.
  2. For all the line items that you want to bid for,
     a. Set the 'Intent to Respond' attribute to 'Yes'.
     b. Enter all the required details.
     c. To attach a supporting file, enter the exact file name in the relevant field.
  3. Add the supporting files (if any), except the Excel file, to a .zip file.
  4. Click Email response to open the reply message.
  5. Attach the updated Excel file and the .zip file containing supporting files (if any), and send the email.
- To visit the event page, click See event.

You will get all the instructions in email for submitting the quote.

1 members of your organization are invited to participate in this event:

- Supplier name

For any questions, contact noreply@ariba.com

Email response Decline See event

Access the event by clicking on here.

By clicking Email response and responding through email, you accept the bidder agreement (attached with the invitation email) and consent to processing your name and email address by Givaudan Ariba-TEST for the

Scroll down

Event ends Monday, May 19, 2025 at 11:59 PM, India Standard Time

Bidding start date

Monday, May 12, 2025 at 5:43 PM, India S

Region

Spain

Currency

EUR

Description

test rfq 001

You need to submit the quote before the sourcing event ends. Else it will be considered that you have not participated in the event.

You are receiving this email because your customer, Givaudan Ariba-TEST, has identified you as the appropriate contact for this correspondence. If you are not the correct contact, please contact Givaudan Ariba-TEST.

Givaudan Ariba-TEST sourcing site, Event Doc2544476552: RFQ174-test rfq 001, Realm: Givaudan-T, Message ID: MSG318799556, Click Here. Givaudan Ariba-TEST has sent you this email using the SAP Ariba system as a sales contact for your company. To opt-out of receiving this type of email from Givaudan Ariba-TEST or to identify an alternate representative, please contact noreply@ariba.com

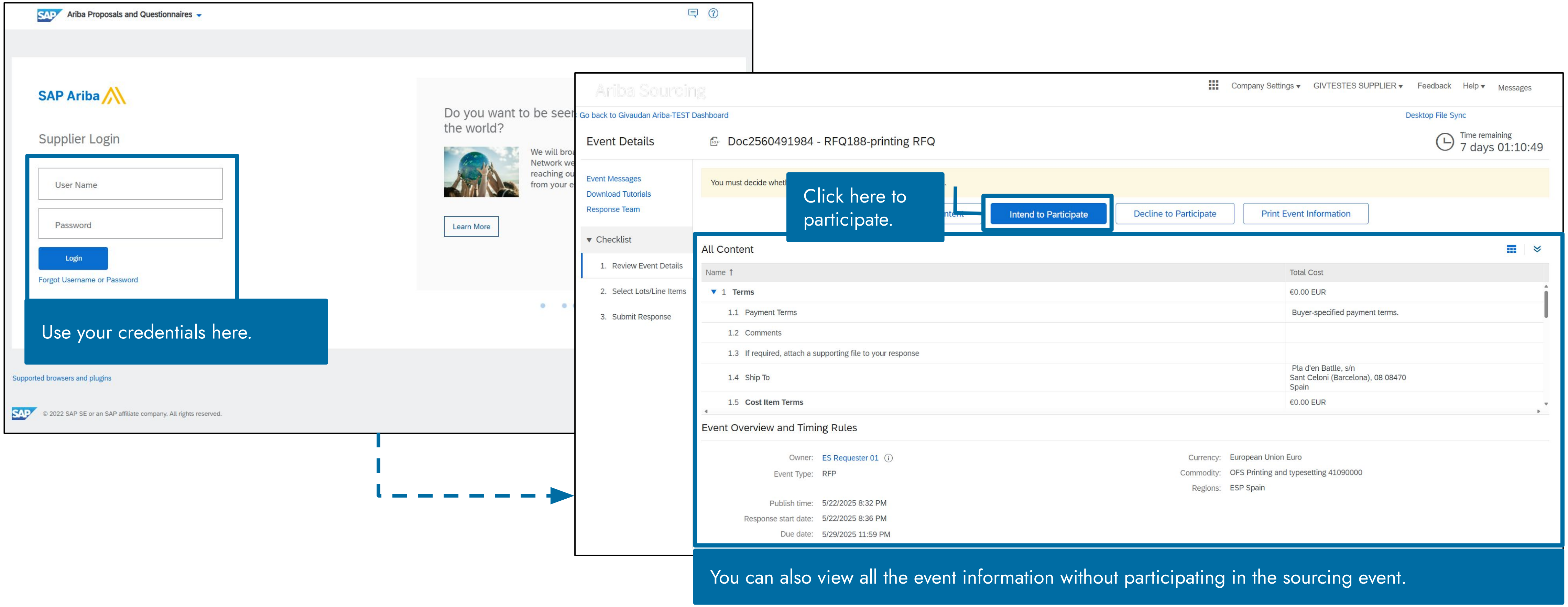
Offices | Data Policy | Contact Us | Customer Support

Powered by SAP Ariba

Tactical sourcing

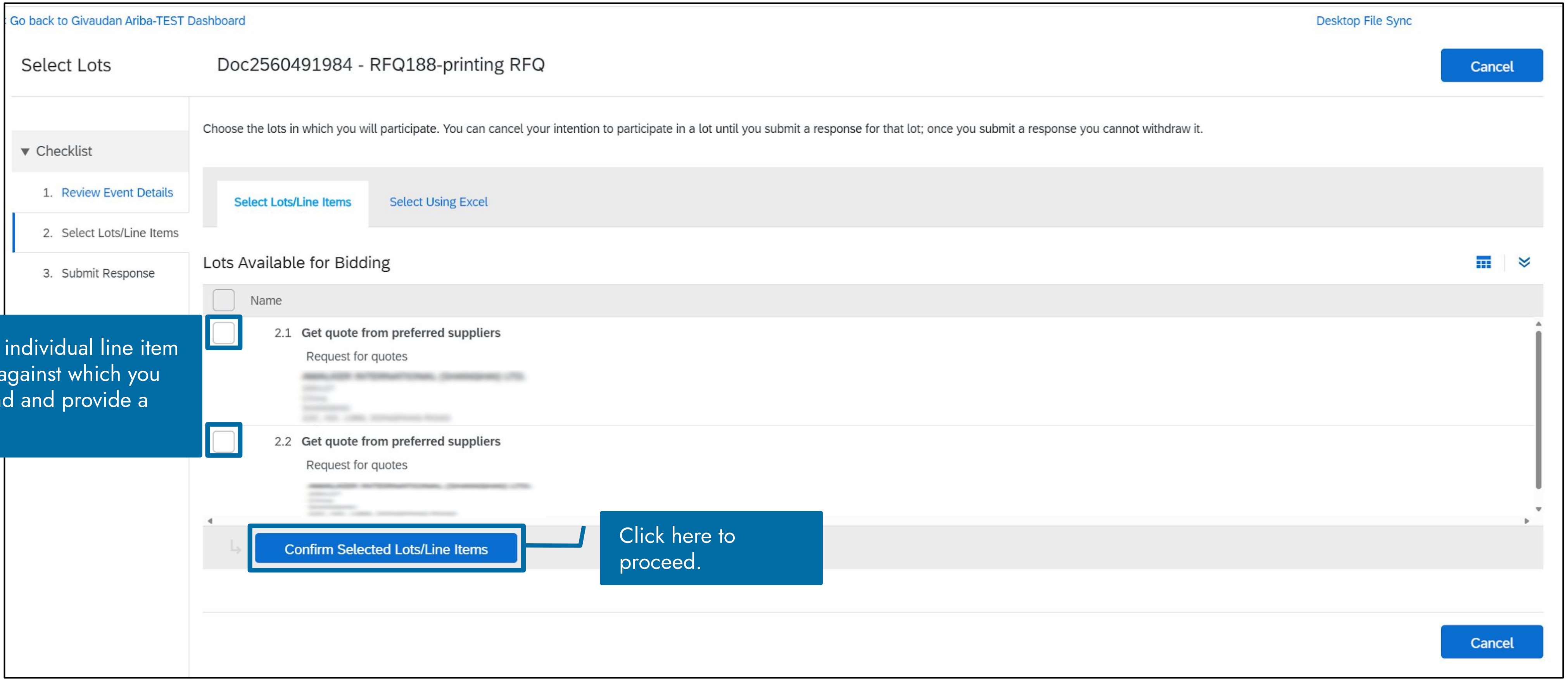
Review the event page

After clicking on ‘**See event**’ option in RFQ email, you will be directed to the SAP Ariba website. You need to login with your credentials here. If you are not registered on SAP Ariba, then you need to complete one-time registration process. You can then review the event details and participate if you wish.



Tactical sourcing

Choosing line items for providing quote

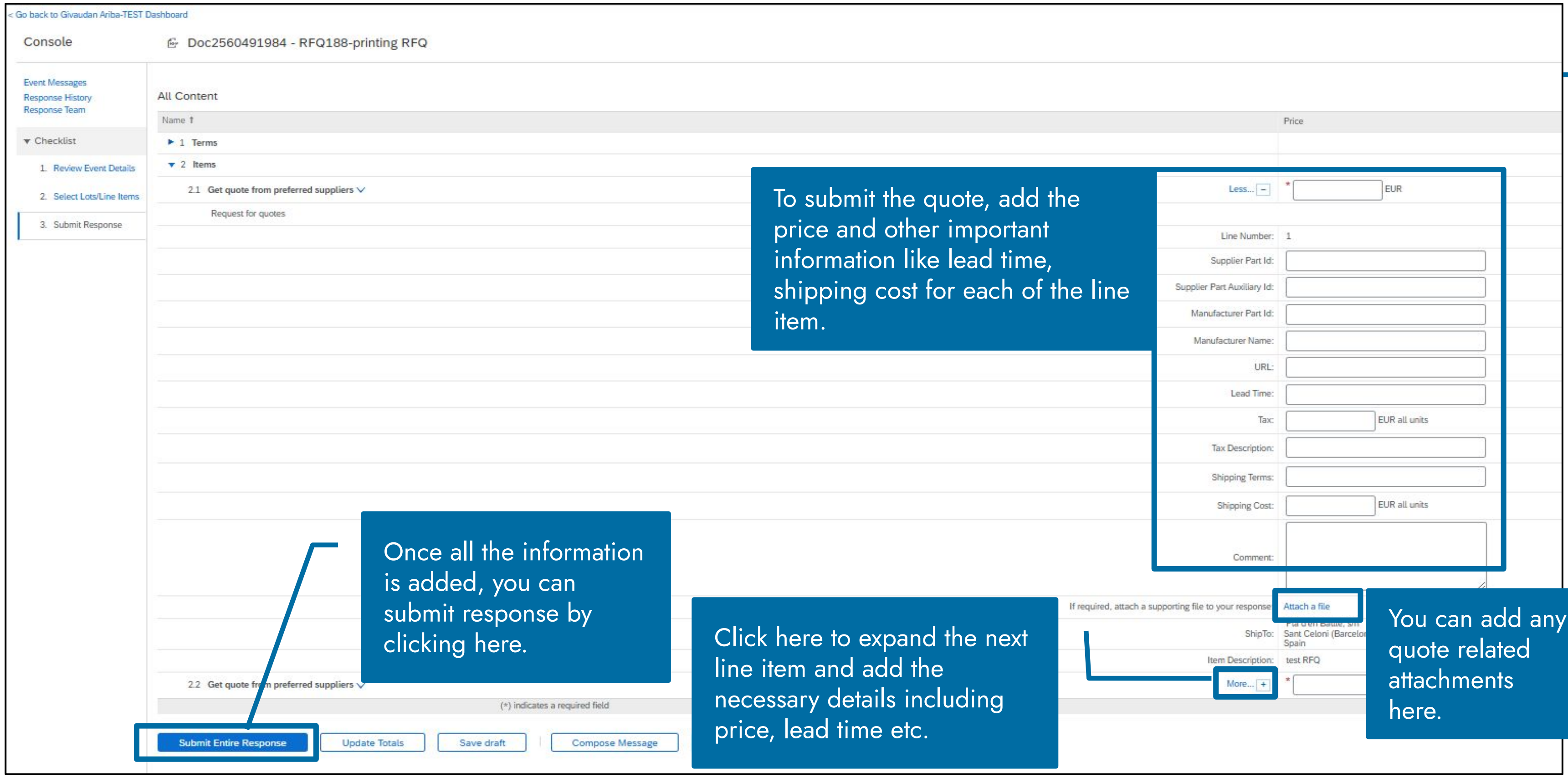


You can select individual line item from the RFQ against which you want to respond and provide a quote.

Click here to proceed.

Tactical sourcing

Add line item details and submit the sourcing event



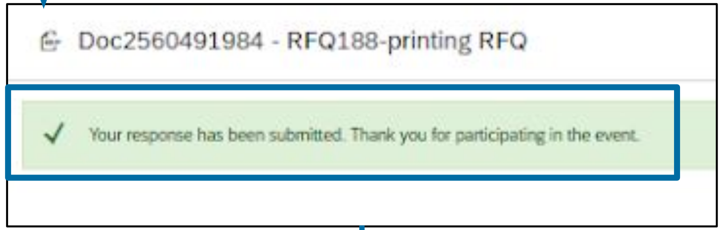
To submit the quote, add the price and other important information like lead time, shipping cost for each of the line item.

Once all the information is added, you can submit response by clicking here.

Click here to expand the next line item and add the necessary details including price, lead time etc.

You can add any quote related attachments here.

Successful event submission popup message



If you need to make any changes after submitting the response, you can click here and make the changes.

Thank you

Givaudan