





Indirect Materials and Services - Supplier training

Givaudan



Agenda

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Abbreviations used

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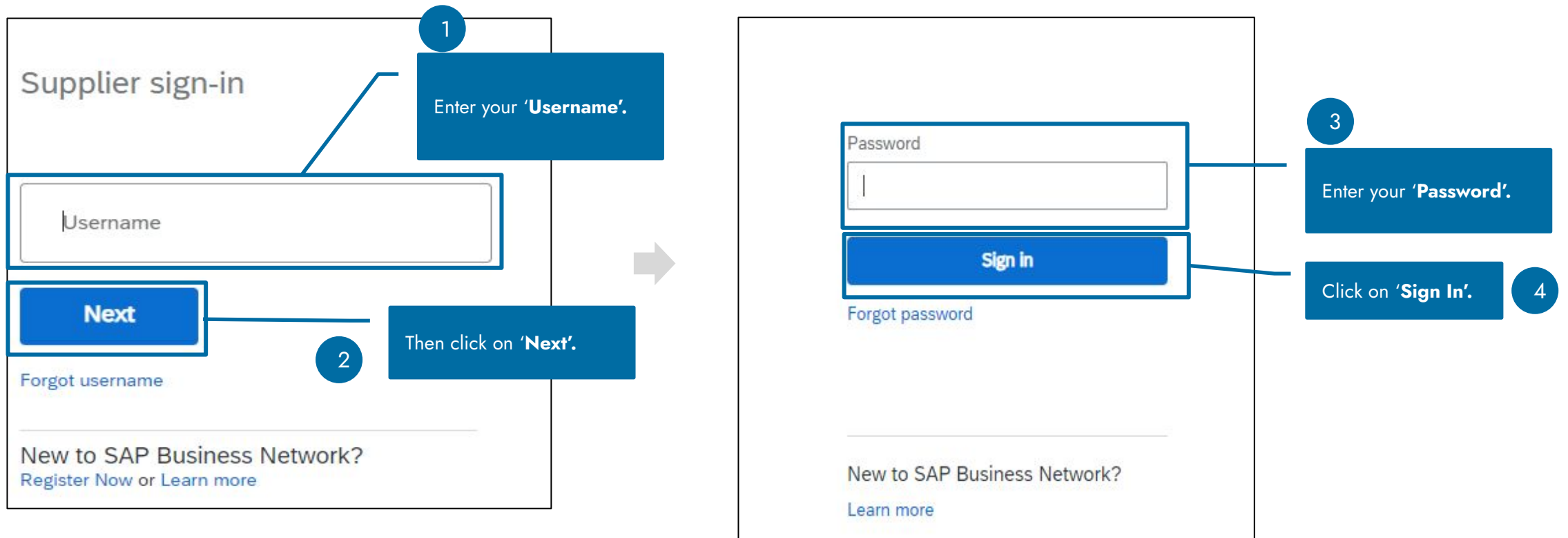
Abbreviations used

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

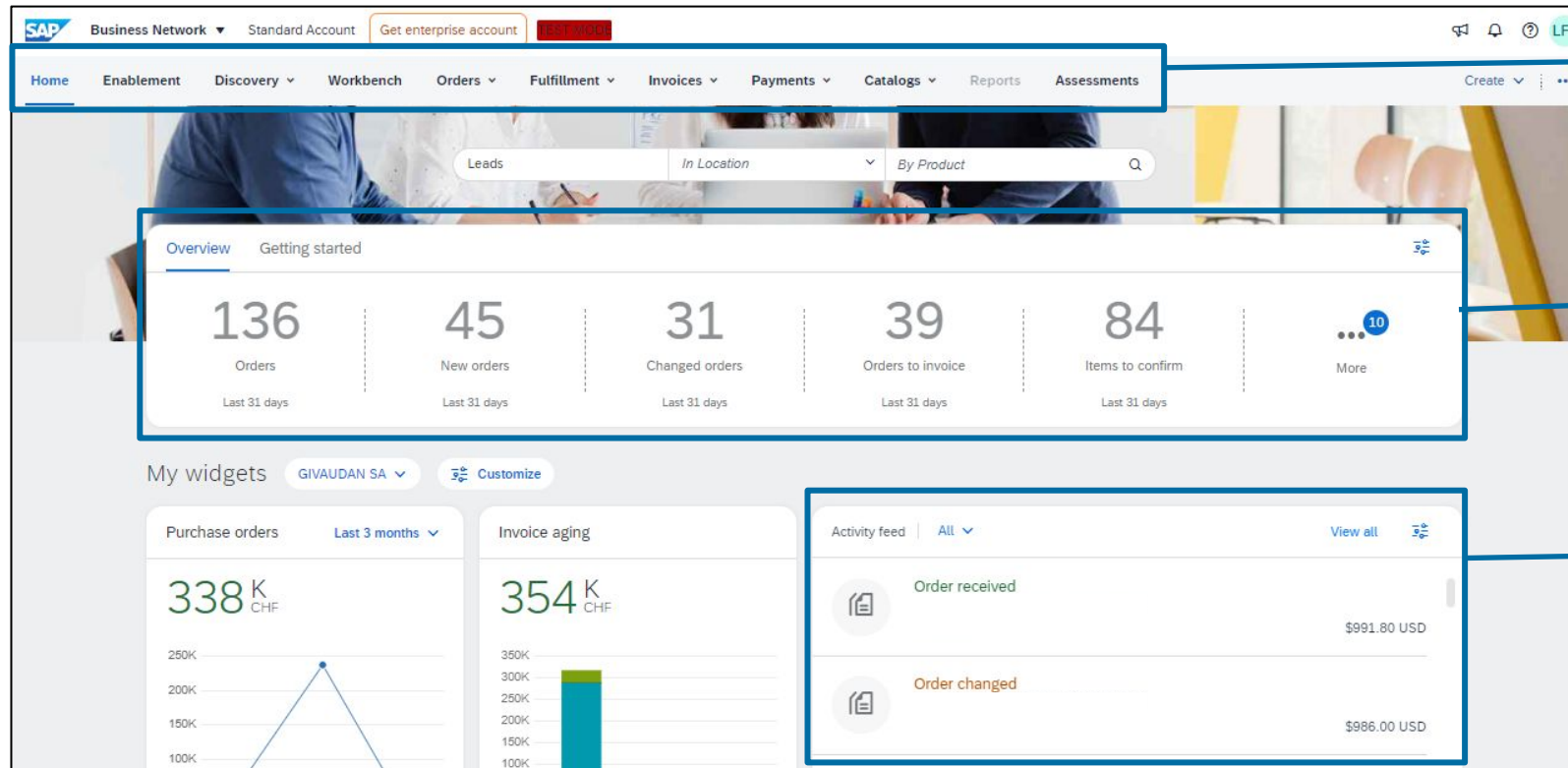
- You can view and manage all buyer orders in one place—no more emails or spreadsheets.
- Login here: <https://supplier.ariba.com>



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

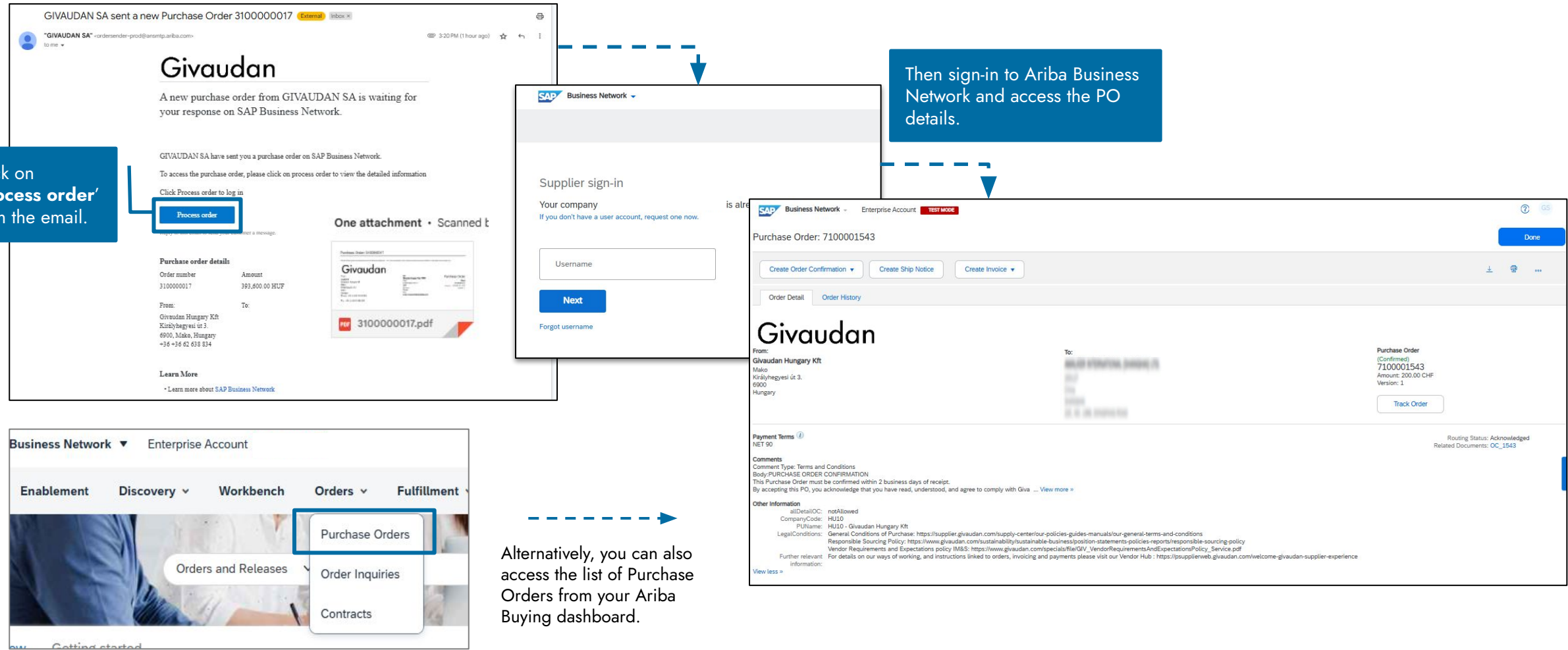
'Activity Feed' shows real-time document inflow: Purchase Orders, Invoice Status.

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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.



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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.

Click on 'Workbench' Tab.

1

'Orders' Tile – Displays Total PO.
'New Orders' Tile – Displays PO received with New Status version.
'Changed Orders' Tile – Displays PO received with revised version.

'Edit Filter' expands search options with specific filter criteria.

2

Click here to manage predefined columns in the display list.

3

Click on the PO number to view the PO.

The section lists POs based on applied search filters.

Order Number	Customer	Amount	Date ↓	Order Status	Actions
4502808191		\$991.8 USD	Jun 7, 2024	New	...
4502852228		\$986 USD	Jun 7, 2024	Received	...
4502808188	GIVAUDAN SA	\$986 USD	Jun 7, 2024	Received	...

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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. In case 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: 7100000826

Done

Create Order Confirmation Create Ship Notice Create Invoice

Confirm Entire Order Update Line Items Reject Entire Order

From: Givaudan Hungary Kft
Mako
Királyhegyesi út 3.
6900
Hungary

To: [Redacted]

Purchase Order (New)
7100000826
Amount: 90.00 HUF
Version: 1

Track Order

Payment Terms
NET 60

Comments
Comment Type: Terms and Conditions
Body: **Purchase Order Confirmation**
This Purchase needs to be confirmed, unless otherwise negotiated with Givaudan. The information (required quantity, delivery date, pricing conditions, your product refere ... [View more](#) »

Other Information
CompanyCode: HU10
PUName: HU10 - Givaudan Hungary Kft

Routing Status: Sent

Purchase Order view within SAP Business Network.

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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.

1

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: OC_826

Associated Purchase Order #: 7100000826

Customer: GIVAUDAN SA

Supplier Reference:

Shipping and Tax Information

Est. Shipping Date: 26 Mar 2025

Est. Delivery Date: 31 Mar 2025

Comments:

Mandatory fields:

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

Estimated Shipping and Delivery dates.

Attachments

Choose File No file chosen

Add Attachment

You can include attachments here.

Scroll down

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	Not Available	Material	1 (EA)	31 Mar 2025 IST	90.00 HUF	90.00 HUF	0.00 HUF

Item001

Current Order Status:

1 Confirmed As Is (Estimated Shipment Date: 26 Mar 2025; Estimated Delivery Date: 31 Mar 2025 IST / 30 Mar 2025 Buyer time)

ExitNext

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

3 Review and submit the order confirmation.

Confirmation Update

Confirmation #: OC_826

Supplier Reference:

Attachments:

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal	Tax
1	Not Available	Material	1 (EA)	31 Mar 2025 IST	90.00 HUF	90.00 HUF	0.00 HUF

Item001

Current Order Status:

1 Confirmed As Is (Estimated Shipment Date: 26 Mar 2025; Estimated Delivery Date: 31 Mar 2025 IST / 30 Mar 2025 Buyer time)

PreviousSubmitExit

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'.

Purchase Order: 7100001531

Done

Create Order Confirmation Create Ship Notice Create Invoice

Confirm Entire Order Update Line Items Reject Entire Order

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From: Givaudan Hungary Kft
Mako
Királyhegyesi út 3.
6900
Hungary

To: [redacted]

Purchase Order (New)
7100001531
Amount: 4,000.00 CHF
Version: 1

Track Order

Payment Terms
NET 90

Comments
Comment Type: Terms and Conditions
Body: PURCHASE ORDER CONFIRMATION
This Purchase Order must be confirmed within 2 business days of receipt.
By accepting this PO, you acknowledge that you have read, understood, and agree to comply with Giva ... View more »

Other Information
allDetailOC: notAllowed
CompanyCode: HUI0
PUName: HUI0 - Givaudan Hungary Kft
LegalConditions: General Conditions of Purchase: <https://supplier.givaudan.com/supply-center/our-policies-guides-manuals/our-general-terms-and-conditions>
Responsible Sourcing Policy: <https://www.givaudan.com/sustainability/sustainable-business/position-statements-policies-reports/responsible-sourcing-policy>
Vendor Requirements and Expectations policy IM&S: https://www.givaudan.com/specials/file/GIV_VendorRequirementsAndExpectationsPolicy_Service.pdf
Further relevant information: For details on our ways of working, and instructions linked to orders, invoicing and payments please visit our Vendor Hub : <https://psupplierweb.givaudan.com/welcome-givaudan-supplier-experience>

View less »

Routing Status: Sent

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Order confirmation (Partial confirmation)

1

1 Update Item Status

2 Review Confirmation

Confirming PO

Exit

Next

Order Confirmation Header

Confirmation #: OC_1552

Associated Purchase Order #: 7100001552

Customer: GIVAUDAN SA

Supplier Reference:

Shipping and Tax Information

Enter shipping and tax information at the line item level.

Est. Shipping Date:

Est. Delivery Date:

Comments:

Attachments

Name	Size (bytes)	Content Type
No items		

Choose File

No file chosen

Add Attachment

The total size of all attachments cannot exceed 100MB

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

Enter the Estimated Shipping and Delivery dates.

Line Items

Type	Qty (Unit)	Need By	Unit Price	Subtotal
Material	100 (EA)	12 May 2025 IST	45.00 HUF	4,500.00 HUF

PAC drum

Current Order Status

100 Unconfirmed

Confirm: 65

Backorder:

Attachments

Name	Size (bytes)	Content Type
No items		

Choose File

No file chosen

Add Attachment

The total size of all attachments cannot exceed 100MB

Confirm All

Details

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

Scroll down

Exit

Next

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Order confirmation (Partial confirmation)

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

2

1 Update Item Status

2 Review Confirmation

SAP Business Network Enterprise Account

Confirming PO

Confirmation #: OC_1567
Supplier Reference:
Attachments:

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available	Material	100 (EA) ⓘ	12 May 2025 IST 12 May 2025 Buyer time	45.00 HUF	4,500.00 HUF
PAC drum						

Current Order Status:

65 Confirmed With New Date (Estimated Delivery Date: 14 May 2025 [IST](#) / 14 May 2025 [Buyer time](#))
35 Unconfirmed

The confirmed quantities with their respective delivery dates.

Previous Submit Exit

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

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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.

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

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

The screenshot shows the SAP Business Network interface for a Purchase Order (PO) with ID 7100000826. The header includes the SAP Business Network logo, 'Enterprise Account', and a 'Done' button. Below the header, there are three buttons: 'Create Order Confirmation' (highlighted with a blue box and a circled '1'), 'Create Ship Notice', and 'Create Invoice'. A dropdown menu is open under 'Create Order Confirmation', showing options: 'Confirm Entire Order', 'Update Line Items' (highlighted with a blue box and a circled '2'), and 'Reject Entire Order'. The main content area displays the 'From' and 'To' information for the PO. The 'From' information is for Givaudan Hungary Kft, located at Mako, Királyhegyesi út 3., 6900 Hungary. The 'To' information is for the SAP Business Network. The 'Purchase Order' information shows it is a new PO with ID 7100000826, an amount of 90.00 HUF, and version 1. There is a 'Track Order' button. The 'Payment Terms' section shows 'NET 60'. The 'Comments' section shows a comment type of 'Terms and Conditions' and a body text stating that the purchase needs to be confirmed, unless otherwise negotiated with Givaudan. The 'Other Information' section shows the company code 'HU10' and the PO name 'HU10 - Givaudan Hungary Kft'. The routing status is 'Sent'.

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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

1 Confirm Entire Order

2 Review Order Confirmation

Confirming PO

Exit Next

Order Confirmation Header

Confirmation #: OC_826

Associated Purchase Order #: 7100000826

Customer: GIVAUDAN SA

Supplier Reference:

Shipping and Tax Information

Est. Shipping Date: 26 Mar 2025

Est. Delivery Date: 31 Mar 2025

Comments:

Attachments

No Items

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

Enter the Estimated Shipping and Delivery dates.

2

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

Confirming PO

Previous Submit Exit

Confirmation Update

Confirmation #: OV_803

Supplier Reference:

Attachments:

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available	Material	20 (EA)	20 May 2025 IST	30.00 HUF	600.00 HUF

test full conf diff date

Current Order Status:

20 Confirmed With New Date (Estimated Shipment Date: 6 May 2025; Estimated Delivery Date: 23 May 2025 IST / 22 May 2025 Buyer time)

Submit Exit

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

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.

The screenshot shows the SAP Business Network interface for a Purchase Order (PO) with ID 7100000826. The interface is titled 'Purchase Order: 7100000826' and includes a 'Done' button in the top right corner. Below the title, there are three buttons: 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The 'Create Order Confirmation' button is highlighted with a blue box and a red circle labeled '1'. Below this button, there is a dropdown menu with three options: 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'. The 'Update Line Items' option is highlighted with a blue box and a red circle labeled '2'. The interface also displays the supplier information for Givaudan Hungary Kft, including the address: Mako, Királyhegyesi út 3., 6900 Hungary. The purchase order details show the amount as 90.00 HUF and the version as 1. The 'Track Order' button is visible in the bottom right corner. The 'Payment Terms' section shows 'NET 60'. The 'Comments' section contains a comment about the purchase order confirmation. The 'Other Information' section shows the company code 'HU10' and the PU name 'HU10 - Givaudan Hungary Kft'.

Click on 'Create Order Confirmation'.

Then select 'Update Line Items'.

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Order confirmation

Split confirmation

1

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available	Material	10 (EA) ⓘ	9 May 2025 CEST 9 May 2025 Buyer time	200.00 CHF	2,000.00 CHF

Item needed

Current Order Status

☐ 3 Confirmed With New Date (Estimated Delivery Date: 13 May 2025 CEST / 13 May 2025 Buyer time)

☒ 7 Confirmed With New Date (Estimated Delivery Date: 15 May 2025 CEST / 15 May 2025 Buyer time)

Confirm:

Order:

Details ⓘ

By clicking here, you can confirm each line.

Enter the accepted quantity.

2

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
2	Not Available	Material	10 (EA) ⓘ	16 May 2025 CEST 16 May 2025 Buyer time	200.00 CHF	2,000.00 CHF

Item 2

Current Order Status

☒ 10 Confirmed As Is (Estimated Delivery Date: 16 May 2025 - defaulted from Requested Delivery Date in order)

Confirm:

Backorder:

Details ⓘ

Attachments:

Name	Size (bytes)	Content Type
No items		

Choose File No file chosen

Add Attachment

Confirm All ⓘ

Once done, you can 'Confirm All'.

Order confirmation

Split confirmation

Submit the Order Confirmation after reviewing and finalising the details.

2

Confirming PO

1 Update Item Status

2 Review Confirmation

Confirmation #: conf1531

Supplier Reference:

Attachments:

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
1	Not Available	Material	10 (EA) ⓘ	9 May 2025 <a>CEST 9 May 2025 <a>Buyer time	200.00 CHF	2,000.00 CHF
Item needed Current Order Status: 3 Confirmed With New Date (Estimated Delivery Date: 13 May 2025 <a>CEST / 13 May 2025 <a>Buyer time) 7 Confirmed With New Date (Estimated Delivery Date: 15 May 2025 <a>CEST / 15 May 2025 <a>Buyer time)						
2	Not Available	Material	10 (EA) ⓘ	16 May 2025 <a>CEST 16 May 2025 <a>Buyer time	200.00 CHF	2,000.00 CHF
item 2 Current Order Status: 10 Confirmed As Is (Estimated Delivery Date: 16 May 2025 - defaulted from Requested Delivery Date in order)						

Previous

Submit

Exit

'Submit' the confirmation by clicking here.

Confirmation status is visible here.

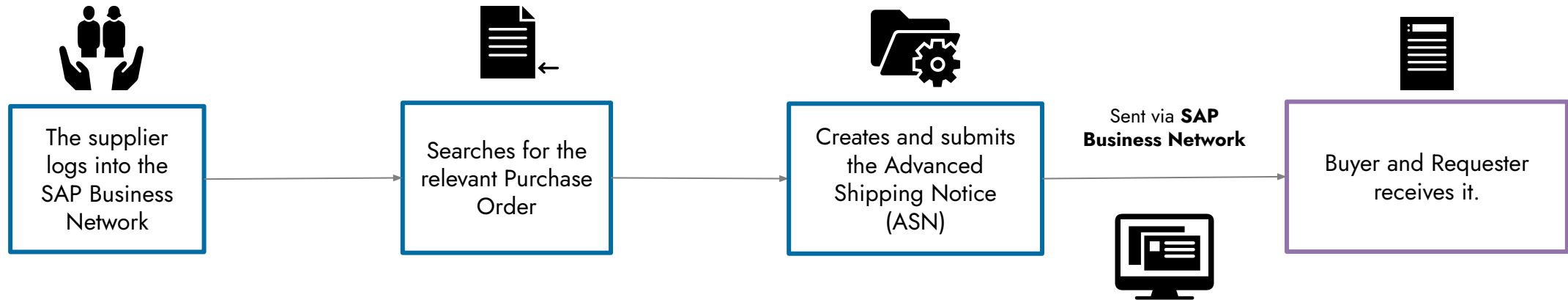
'Confirmed' quantity is visible here.

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

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Advanced shipping notice creation

Advanced Shipping Notice (ASN) creation



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.

The screenshot displays the SAP Business Network interface for a supplier's Enterprise Account. At the top, the header shows 'SAP Business Network' and 'Enterprise Account'. Below this, the 'Purchase Order: 7100000826' is displayed. A blue 'Done' button is in the top right corner. A navigation bar contains three buttons: 'Create Order Confirmation', 'Create Ship Notice' (highlighted with a blue box), and 'Create Invoice'. A dropdown menu is open under 'Create Order Confirmation', showing options: 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'. A blue arrow points from a text box on the left to the 'Create Ship Notice' button. The main content area shows the 'Givaudan' logo and contact information for 'Givaudan Hungary Kft' (Mako, Királyhegyesi út 3, 6900 Hungary). To the right, it shows 'To:' information and a 'Purchase Order (New) 7100000826' with details: Amount: 90.00 HUF, Version: 1, and a 'Track Order' button. At the bottom, there are sections for 'Payment Terms' (NET 60), 'Comments' (Purchase Order Confirmation), and 'Other information' (CompanyCode: HU10, PUName: HU10 - Givaudan Hungary Kft). The 'Routing Status' is 'Sent'.

Click on 'Create Ship Notice'.

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Shipping details at header level

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

Additional Fields

Order Items

Order #	Line No.	Part # / Description	Customer Part #	Qty	Unit	Need By	Ship By	Unit Price	Subtotal	Tax	
7100000826	1	Not Available		1	EA	31 Mar 2025		90.00 HUF	90.00 HUF	0.00 HUF	Remove

Shipment Status

Total Item Due Quantity: 1 EA

Confirmation Status

Total Confirmed Quantity: 1 EA Total Backordered Quantity: 0 EA

Line	Ship Qty	Supplier Batch ID	Country of Origin	Production Date	Expiry Date	
1	1		- Select Country -			Add Details

[Add Ship Notice Line](#)

[Add Order Line Item](#)

[Save](#) [Exit](#) [Next](#)

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

SAP Business Network Enterprise Account TEST MODE

Create Ship Notice

Confirm and submit this document.

SHIP FROM

DELIVER TO

Mako

Mako
Királyhegyesi út 3
Givaudan Hungary
6900
Hungary

Ship Notice Header

SHIPPING

Packing Slip ID: XXX
Invoice No.: --
Requested Delivery Date: --
Ship Notice Type: Actual
Actual Shipping Date: 27 Mar 2025
Actual Delivery Date: 31 Mar 2025 12:00:00 PM
Gross Volume: --
Gross Weight: --

TRACKING

Tracking information not provided.

Previous Save Submit Exit

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.

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Introduction to PO Flip

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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

Create and Submit Invoice

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

Purchase Order: 7100001387

Create Order Confirmation

Create Ship Notice

Create Invoice

Standard Invoice

Line-Item Credit Memo

Line-Item Debit Memo

Order Detail

Order History

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From:
Givaudan Hungary Kft
Mako
Királyhegyesi út 3.
6900
Hungary

To:

Purchase Order
(New)
7100001387
Amount: 90,000.00 HUF
Version: 1

Payment Terms
NET 90

Comments
Comment Type: Terms and Conditions
Body: PURCHASE ORDER CONFIRMATION
This Purchase Order must be confirmed within 2 business days of receipt.
By accepting this PO, you acknowledge that you have read, understood, and agree to comply with Giva ... View more >

Ship All Items To

Bill To

Deliver To

Line Items

Line #	No. Schedule Lines	Part # / Description	Type	Return	Qty (Unit)	Need By	Unit Price	Subtotal	
1		Not Available	Material				900.00 HUF	90,000.00 HUF	Details
		Item01							

Order submitted on: Monday 14 Apr 2025 5:30 PM GMT+02:00
Received by SAP Business Network on: Monday 14 Apr 2025 5:30 PM GMT+02:00
This Purchase Order was sent by GIVAUDAN SA-AN1119729210-T and delivered by SAP Business Network.

Sub-total: 90,000.00 HUF

Click on **Create Invoice**.

1

Select **Standard Invoice**.

2

This indicates the Item Type is **Material**.

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Create and Submit Invoice

▼ Invoice Header

Summary

Purchase Order: 7100001387

Invoice #: *

Invoice Date: * 15 Apr 2025

Service Description:

Supplier Tax ID: * 10650400-2-09

Remit To: Supplier name

Subtotal: 90,000 HUF
Total Tax: 0 HUF
Total Amount without Tax: 90,000 HUF
Amount Due: 90,000 HUF

1 Provide details here.

2 Click the dropdown if multiple remittance IDs are set up; otherwise, it won't appear.

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

3 Fill your commercial information.

Supplier VAT

Supplier VAT/Tax ID: * XXX

Supplier Commercial Identifier: XXX

Supplier Commercial Credentials:

Customer VAT

Customer VAT/Tax ID: * XXX

Supplier Legal Form: *

Add to Header ▼

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: 0% VAT ☐ Shipping Documents ☐ Special Handling ☐ Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
1	☒	MATERIAL	Not Available	Item01		100	EA	900 HUF	90,000 HUF

Tax

Line Item Actions ▼ Delete Reset Tax from PO Add ▼

- 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.

4 Edit item level details if needed.

Create and Submit Invoice

Adding Tax to Invoice

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☐ Tax Category: 0% VAT

☐ Shipping Documents ☐ Special Handling ☐ Discount

☒ 1 ☒ Include ☐ No. 1 ☐ Type MATERIAL ☐ Part # Not Available

0% VAT

5% VAT

13.5% VAT

18% VAT

27% VAT

Quantity 100

Unit EA

Unit Price 900 HUF

Subtotal 90,000 HUF

Add to Included Lines

1

Select the Line Item.

2

Click the tax dropdown to view available taxes.

3

Select the applicable rate.

4

Then click here to include lines.

Line Items

1 Line Items, 1 Included, 0 Previously Fully Invoiced

Insert Line Item Options

☒ Tax Category: 0% VAT

☐ Shipping Documents ☐ Special Handling ☐ Discount

☒ 1 ☒ Include ☐ No. 1 ☐ Type MATERIAL ☐ Part # Not Available ☐ Description Item01 ☐ Customer Part #

Quantity 100

Unit EA

Unit Price 900 HUF

Subtotal 90,000 HUF

Add to Included Lines

Tax

Category: 0% VAT

Location:

Description:

Reason for Zero-Rate VAT is required

Exempt Detail: (no value)

Zero Rated

Exempt

Triangular Transaction

Free text field to capture the Reason for Zero-Rate VAT.

For zero taxes, add exempt reason.

Select from dropdown if Zero Rated or Exempt.

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Create and Submit Invoice

Additional Charges at Header level

Subtotal: 3,000.00 CHF
Total Tax: 0.00 CHF
Total Amount without Tax: 3,000.00 CHF
Amount Due: 3,000.00 CHF

Add to Header

Shipping Documents

Charge

Additional Reference Do

Comment

Attachment

Click here.

Click on **Charge** to add additional cost.

Allowances and Charges

Service Code: - Select Charge Type -

Start Date:

Charge: - Select Calculation Type -

- Select Calculation Type -
Amount
Rate (%)

Click to see the available 'Charge' to select from the dropdown.

Select the value from dropdown.

Specify tax for additional charges on the invoice.

40 CHF

Enter the charge value based on its type.

27% VAT

0% VAT
5% VAT
13.5% VAT
18% VAT
27% VAT

Select the applicable tax from the dropdown list.

40.00 CHF

15 Apr 2025

Create and Submit Invoice

Additional Charges at Line-item level

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

1 Select the **Line**.

Insert Line Item Options

☒ Tax Code ☐ Shipping Documents ☐ Special Handling ☐ Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☒	☒	MATERIAL	Not Available	ORC-05		6	EA	500.00 CHF	3,000.00 CHF

2 Then click on **Line item Actions**.

3 Select **'Charge'**.

Line Item Actions

- Edit
- Add
- Tax
- Shipping Documents
- Pricing Details
- Charge**
- Comments
- Attachment

Update Save Exit Next

Privacy Statement Security Disclosure Terms of Use

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.

The screenshot displays the 'Line Items' section of the SAP Business Network interface. It includes a table with columns for 'No.', 'Include', 'Type', 'Part #', 'D', 'Quantity', 'Unit', 'Unit Price', and 'Subtotal'. A line item is selected, and the 'Tax Category' is set to '21% VAT'. A dropdown menu shows available tax options, including '21% VAT' and withholding taxes for Spain. The 'Taxable Amount' is shown as 3,111.00 EUR, and the 'Tax Amount' is calculated as -217.77 EUR. The 'Date Of Supply' is 15 Apr 2025.

Annotations:

- Select the line item.
- Click the dropdown to view available tax options.
- Select the applicable withholding tax.
- Click here.

Additional Fields:

- Category: 21% VAT
- Location:
- Description:
- Regime:
- Date Of Pre-Payment:
- Law Reference:
- Tax Amount: 653.31 EUR
- Exempt Detail: (no value)
- Date Of Supply: 15 Apr 2025
- Triangular Transaction:

Bottom Section:

- Date Of Supply: 15 Apr 2025
- Triangular Transaction:
- Taxable Amount: 3,111.00 EUR
- Tax Rate type:
- Rate(%): -7
- Tax Amount: -217.77 EUR

'Taxable Amount' available to adjust.

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

Givaudan

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.

The screenshot illustrates the steps to add an attachment to an invoice header in SAP Business Network. The interface is divided into two main sections: the top section for invoice details and the bottom section for attachments.

Top Section (Invoice Details):

- Subtotal:** 3,000.00 CHF
- Total Tax:** 0.00 CHF
- Total Amount without Tax:** 3,000.00 CHF
- Amount Due:** 3,000.00 CHF

Attachments Section (Top):

- A dropdown menu is open, showing options: Shipping Documents, Charge, Additional Reference Documents and Notes, Comment, and Attachment.
- The **Attachment** option is selected.

Bottom Section (Attachment List):

- The **Attachments** section is visible, with a note: "The size of all attachments cannot exceed 100MB".
- A **Choose File** button is present, with the text "No file chosen" next to it.
- An **Add Attachment** button is visible.
- A table lists the attachments:

Name	Size (bytes)	Content Type
☐ Receipt_30Mar2025_125251.pdf	21430	

Buttons and Actions:

- Delete** button is present below the attachment list.
- Assign as original invoice** button is present next to the attachment.

Numbered Steps and Annotations:

1. Click on 'Add to Header'.
2. Then select 'Attachment'.
3. Then choose the file.
4. And 'Add Attachment'.
5. Assign the attachment as original invoice.

Other Annotations:

- Attachment section appears on the screen.
- Attachment is added.

Create and Submit Invoice

Completion

Insert Line Item Options

☒ Tax Category: 27% VAT

☐ Shipping Documents

☐ Special Handling

☐ Discount

Add to Included Lines

☒	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☒	1	☒	MATERIAL	Not Available	ORC-05		6	EA	500.00 CHF	3,000.00 CHF

Tax

Category: 27% VAT

Location:

Description:

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount: 3,000.00 CHF

Rate(%): 27

Tax Amount: 810.00 CHF

Exempt Detail: (no value)

Date Of Supply: 15 Apr 2025

☐ Triangular Transaction

Remove

Line Item Actions

Delete

Reset Tax from PO

Add

Update

Save

Exit

Next

Once done, click 'Next'.

Create Invoice

Previous

Save

Submit

Exit

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: Hungary. The document's destination country is: Hungary. If you want your invoices to be stored in the SAP Business Network 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: INV1364

Invoice Date: Tuesday 15 Apr 2025 1:02 PM GMT+02:00

Original Purchase Order: 7100001364

Subtotal: 3,000.00 CHF 1,329,303 HUF

Total Tax: 810.00 CHF 358,912 HUF

Total Amount without Tax: 3,000.00 CHF 1,329,303 HUF

Amount Due: 3,810.00 CHF 1,688,214 HUF

(1 Swiss Franc = 443.1007 Hungarian Forint)

Review and 'Submit' the invoice.

PO Flip — Service PO with SES created by Givaudan requester

- 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 Served**'.

Line Items

Insert Line Item Options

☐ Tax Category: 0% VAT
 ☐ Discount

Add to Included Lines

	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
	☐	1		Not Available	Complex Service				
	☐	☒	SERVICE	Service Packaged		1	AU	10,000 HUF	10,000 HUF

Service Period

Service Start Date: 9 Apr 2025

Service End Date: 10 Apr 2025

Tax

Comments

Include

Type

Part #

Description

Customer Part #

Quantity

Unit

Unit Price

Subtotal

☐
☒
SERVICE
service package number 2, with items UoM

Service Sheet Details

Service Sheet #: 7100001261

Service Line No.: 2

Service Period

Service Start Date: 9 Apr 2025

Service End Date: 11 Apr 2025

Tax

Comments

Givaudan

- 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.

Purchase Order: 7100001387

Create Order Confirmation

Create Ship Notice

Create Invoice

Order Detail

Order History

Givaudan

From:

Givaudan Hungary Kft

Mako

Királyhegyesi út 3.

6900

Hungary

To:

...

Purchase Order

(New)

7100001387

Amount: 90,000.00 HUF

Version: 1

Track Order

Payment Terms

NET 90

Comments

Comment Type: Terms and Conditions

Body: PURCHASE ORDER CONFIRMATION

This Purchase Order must be confirmed within 2 business d

By accepting this PO, you acknowledge that you have read

Click on 'Create Invoice'.

1

Then select 'Line-item Credit Memo'.

2

Line-Item Memo

Invoices (1)

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status	
INV341	GIVAUDAN SA	7100001341	Online	Supplier	No	Order	10 Apr 2025	3,175.00	CHF	Acknowledged	Sent

Create Line-Item Credit Memo

Create Line-Item Debit Memo

Edit

Copy

Create Non-PO Invoice

Click on 'Create Line-item Credit Memo'.

4

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

3

Givaudan

Create and Submit Credit Memo

Quantity Adjustment

1 Select 'Quantity Adjustment'.

2 Fill unique reference.

3 Provide the reason for the memo.

4 Quantity must be negative for adjustment.

5 Then Submit.

Invoice data flips into the credit memo screen.

Summary

Credit Memo #: *
Credit Memo Date: * 15 Apr 2025
Original Invoice No: INV341
Original Invoice Date: 10 Apr 2025
Supplier Tax ID: * xxx
Remit To: Supplier name
Bill To:

Comment

Reason for Credit Memo: *
Default Credit Memo Comment Text:

Insert Line Item Options

Tax Category: 0% VAT

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Subtotal
1	☒	MATERIAL	Not Available	Enter a description for this item.		-10	EA	-2,500.00 CHF

Tax

Category: * VAT
Location:
Description: Input tax domestic 27% HU
Regime:
Date Of Pre-Payment:
Law Reference:

Amounts

Taxable Amount: -2,500.00 CHF
Rate(%): 27
Tax Amount: -675.00 CHF
Exempt Detail: (no value)
Date Of Supply: * 10 Apr 2025
☐ Triangular Transaction

Line Item Actions Delete

Next

Create and Submit Credit Memo

Price Adjustment

Create Line-Item Credit Memo

Credit Memo Type

☐ Quantity Adjustment ☒ Price Adjustment

1 Select 'Price Adjustment'.

Invoice Header

Summary

Credit Memo #*:

Credit Memo Date*: 16 Apr 2025

Original Invoice No: TST30

Original Invoice Date: 9 Apr 2025

Supplier Tax ID*: xxx

Remit To: Supplier name

Bill To:

Subtotal: 0.00 CHF
Total Tax: 0.00 CHF
Amount without Tax: 0.00 CHF
Amount Due: 0.00 CHF

2 Fill unique reference.

Comment

Reason for Credit Memo*:

Comment Text:

3 Provide the reason for the memo here.

No.	Include	Type	Part #	Description	Unit	Unit Price	Decrease in Unit Price	Subtotal
2	☒	MATERIAL	HRDASDJ	EZE-31 Item 2	EA	22.00 CHF	0 CHF	0.00

4 Price must be **negative** for adjustment.

5 Click here to submit.

Next

Invoice data flips into the credit memo screen.

Givaudan

Debit Memo on SAP BN

Create and submit Debit Memo

Click the PO number to review the Purchase Order.

Purchase Order: 7100001146

Create Order Confirmation

Create Ship Notice

Create Invoice

Standard Invoice

Line-Item Credit Memo

Line-Item Debit Memo

Order Detail

Order History

Givaudan

From:
Givaudan Hungary Kft
Mako
Királyhegyesi út 3.
6900
Hungary

Payment Terms
NET 60

Comments
Comment Type: Terms and Conditions
Body: PURCHASE ORDER CONFIRMATION
This Purchase Order must be confirmed within 2 business days.
By accepting this PO, you acknowledge that you have read and agree to the terms and conditions of this PO.

Other Information
Company Code: HU10
PU Name: HU10 - Givaudan Hungary Kft
Legal Conditions: General Conditions of Purchase
Responsible Sourcing Policy: h
Vendor Requirements and Expectations
Further relevant information: For details on our ways of working, please visit our website.

Purchase Order
(+ Invoices)
7100001146
Amount: 3,754.00 CHF
Version: 2 (Previous Version)

Track Order

Routing Status: Acknowledged
Related Documents: TST30
RC1117
CONF-EZE-31

Done

Go to 'Create Invoice'.

Then select 'Line-item Debit Memo'.

Line-Item Memo

Invoices (1)

Invoice #	Customer	Reference	Submit Method	Origin	Self Billing	Source Doc	Date	Amount	Routing Status	Invoice Status
TST30	GIVAUDAN SA	7100001146	Online	Supplier	No	Order	9 Apr 2025	4,767.58 CHF	Acknowledged	Sent

Create Line-Item Credit Memo

Create Line-Item Debit Memo

Edit

Copy

Create Non-PO Invoice

Then click on 'Create Line-item Debit Memo'.

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

Givaudan

Create and submit Debit Memo

Price Adjustment

Debit Memo #:

Debit Memo Date:

16 Apr 2025

Original Invoice No:

TST30

Original Invoice Date:

9 Apr 2025

Supplier Tax ID:

xxx

Remit To

Supplier name

Bill To:

Subtotal:

0.00 CHF

Total Tax:

0.00 CHF

Total Amount without Tax:

0.00 CHF

Amount Due:

0.00 CHF

Invoice data flips into the debit memo screen.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Increase in Unit Price	Subtotal
2	☒	MATERIAL	HRDASDJ	EZE-31 Item 2		7	EA	22.00 CHF	0 CHF	0.00 CHF

Tax

Category:

VAT

Location:

Description:

Input tax domestic 27% HU

Regime:

Date Of Pre-Payment:

Law Reference:

Taxable Amount:

0.00 CHF

Rate(%):

27

Tax Amount:

0.00 CHF

Exempt Detail:

(no value)

Date Of Supply:

9 Apr 2025

☐ Triangular Transaction

Line Item Actions

Delete

Submit

Next

1
Fill the unique **Debit Memo reference.**

2
Price must be **positive for adjustment.**

3
Submit

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.

Givaudan

Create and submit Invoice for Auto SES

You can view the Purchase Order from SAP Business Network.

Purchase Order: 7100001396

Create Order Confirmation

Create Ship Notice

Create Service Sheet

Create Invoice

Order Detail

Order History

Givaudan

From:
Givaudan Hungary Kft
Mako
Királyhegyesi út 3.
6900
Hungary

To:
[blurred]
[blurred]
[blurred]
[blurred]
[blurred]

Click on 'Create Invoice'.

Then select 'Standard Invoice'.

1

2

Create Invoice

Invoice Header

Summary

Purchase Order: 7100001396

Invoice #: * []

Invoice Date: ⓘ 16 Apr 2025

Service Description: []

Final Service Sheet: []

Supplier Tax ID: * xxx

Remit To Supplier name

Subtotal: 0.

Total Tax: 0.

Total Amount without Tax: 0.

Amount Due: 0.

Provide Invoice reference.

Givaudan

Create and submit Invoice for Auto SES

Additional Fields

Supplier Account ID #:

Customer Reference:

Supplier Reference:

Service Start Date: *

Service End Date: *

Provide all the details here.

Line Items

1 Line Items, 1 Included, 0 Previously Fully In

Insert Line Item Options

☐ Tax Category:

0% VAT

☐ Discount

Add to Included Line

☐	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐	1			Not Available	Complex Service					
☐	2	☒	SERVICE	Not Available	Service Packaged		1	AU	10,000 HUF	10,000 HUF

Add/Update

Add General Service

Add Labor Service

Add Material

Click here to add unplanned items.

1

Select 'Add General Service'.

2

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

Provide mandatory data.

Insert Line Item Options

☐ Tax Category:

0% VAT

☐ Discount

☐	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐	1			Not Available	Complex Service					
☐	2	☒	SERVICE	Not Available	Service Packaged		1	AU	10000 HUF	10,000 HUF

Tax

☐	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
☐	1	☒	SERVICE		Additional service		1	AU	2000	0 HUF

Givaudan

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.

Invoice: INV1384

Copy This Invoice Print Download PDF Export cXML

Detail Scheduled Payments History

Standard Invoice

Invoice: Pending Approval

Invoice Status shows 'Pending Approval'.

Subtotal: 12,000 HUF
Total Tax: 3,240 HUF
Amount without Tax: 12,000 HUF
Amount Due: 15,240 HUF

Invoice Number: INV1384
Invoice Date: Wednesday 16 Apr 2025 1:21 PM GMT+02:00
Original Purchase Order: 7100001384
Origin: Supplier

SERVICE PERIOD
Start Date : 16 Apr 2025
End Date : 23 Apr 2025

Auto SES generated and sent.

Subtotal: 12,000.00 HUF 12,000.00 HUF

From: Givaudan International (Hungary) Zrt.
Bill From: Givaudan International (Hungary) Zrt.
Bill To: Givaudan International (Hungary) Zrt.

Remit To: Givaudan Hungary Test - TEST
DEBRECEN
IVR INTERNATIONAL KFT.
SIMON LASZLO 4
4034
Hungary

Comments

Routing Status: Acknowledged
Related Documents: 7100001384
INV1384

Service Entry Sheet Lines

Line #	SES Line	Type	Service # / Description	Line Type	Contract #	Qty (Unit)	Unit Price	Subtotal
1		Service	Not Available Complex Service	Planned			10,000.00 HUF	10,000.00 HUF
2		Service	Not Available Service Packaged	Unplanned Adhoc			2,000.00 HUF	2,000.00 HUF
Service Entry Summary								12,000.00 HUF 12,000.00 HUF

Givaudan

Invoice and Auto SES status on SAP BN

Invoice: INV1384

Create Line-Item Credit Memo

Create Line-Item Debit Memo

Copy This Invoice

Print

Download PDF

Export cXML

Detail

Scheduled Payments

History

Standard Invoice

Status

Invoice: Sent

Routing: Acknowledged

Invoice Number: INV1384

Invoice Date: Wednesday 16 Apr 2025

Original Purchase Order: 7100001384

Submission Method: Online

Origin: Supplier

Source Document: Order

SERVICE PERIOD

Start Date : 16 Apr 2025

End Date : 23 Apr 2025

Subtotal: 12,000 HUF

Total Tax: 3,240 HUF

Total Amount without Tax: 12,000 HUF

Amount Due: 15,240 HUF

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.

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

Service Sheet

(Invoiced)

INV1384-SS-1

Date: 16 Apr 2025

Final Service Sheet: No

Purchase Order: 7100001384

ERP SES ID: 1003619419

Subtotal: 12,000.00 HUF

Service Start Date: 16 Apr 2025

Service End Date: 23 Apr 2025

From

GIVAUDAN INTERNATIONAL (HUNGARY) LTD

1000

1000

1000

1000

1000

Bill From

GIVAUDAN INTERNATIONAL (HUNGARY) LTD

1000

1000

1000

1000

1000

Bill To

Givaudan Hungary Kft

Mako

Királyhegyesi út 3.

6900

Hungary

Address ID: HU10

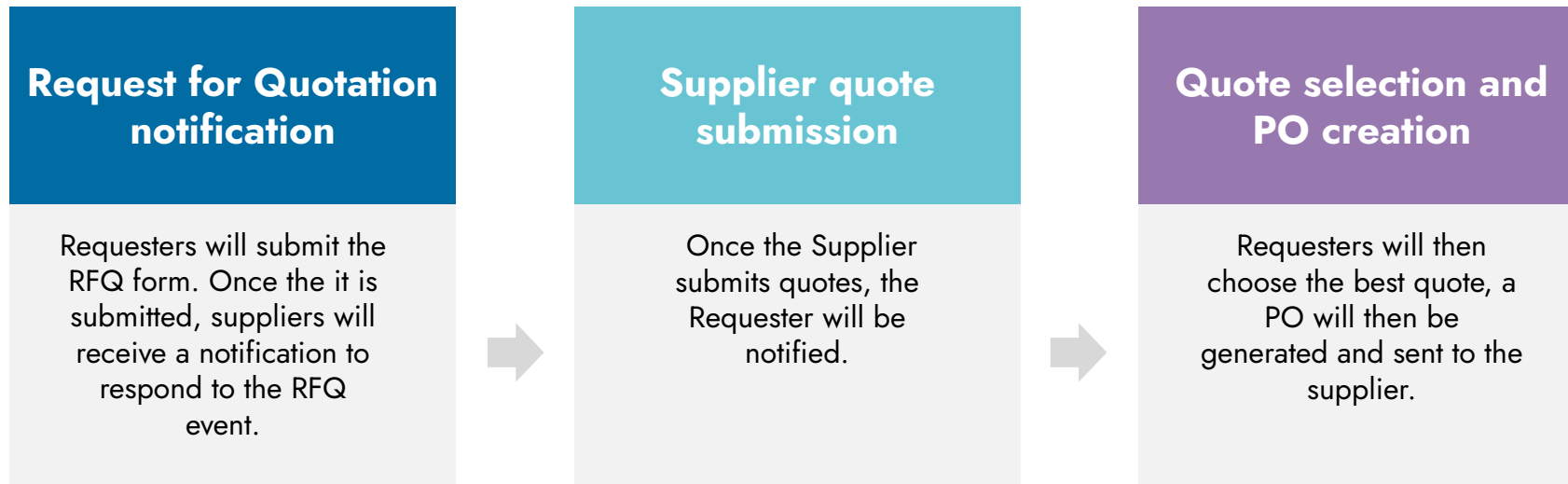
Givaudan

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.

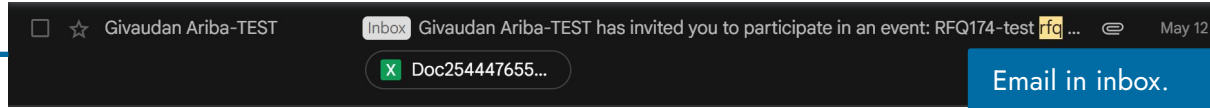


Givaudan

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

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:
 - Download the attached Excel file.
 - For all the line items that you want to bid for,
 - Set the 'Intent to Respond' attribute to "Yes".
 - Enter all the required details.
 - To attach a supporting file, enter the exact file name in the relevant field.
 - Add the supporting files (if any), except the Excel file, to a .zip file.
 - Click Email response to open the reply message.
 - 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.

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](#)

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

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

Scroll down

Access the event by clicking on here.

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 Standard Time
Region	Spain
Currency	EUR
Description	test rfq 001

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**

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

Givaudan

Review the event page

Supplier Login

User Name

Password

Login

Forgot Username or Password

Use your credentials here.

Supported browsers and plugins

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Ariba Sourcing

Go back to Givaudan Ariba-TEST Dashboard

Desktop File Sync

Time remaining 7 days 01:10:49

Event Details

Doc2560491984 - RFQ188-printing RFQ

You must decide whether to participate in this event.

Click here to participate.

Intend to Participate

Decline to Participate

Print Event Information

Checklist

1. Review Event Details
2. Select Lots/Line Items
3. Submit Response

All Content

Name	Total Cost
1 Terms	€0.00 EUR
1.1 Payment Terms	Buyer-specified payment terms.
1.2 Comments	
1.3 If required, attach a supporting file to your response	
1.4 Ship To	Pla d'en Battle, s/n Sant Celoni (Barcelona), 08 08470 Spain
1.5 Cost Item Terms	€0.00 EUR

Event Overview and Timing Rules

Owner: ES Requester 01

Event Type: RFP

Publish time: 5/22/2025 8:32 PM

Response start date: 5/22/2025 8:36 PM

Due date: 5/29/2025 11:59 PM

Currency: European Union Euro

Commodity: OFS Printing and typesetting 41090000

Regions: ESP Spain

Givaudan

Tactical sourcing

Choosing line items for providing quote

[Go back to Givaudan Ariba-TEST Dashboard](#)

Desktop File Sync

Select Lots

Doc2560491984 - RFQ188-printing RFQ

Cancel

▼ Checklist

1. Review Event Details

2. Select Lots/Line Items

3. Submit Response

Choose the lots in which you will participate. You can cancel your intention to participate in a lot until you submit a response for that lot; once you submit a response you cannot withdraw it.

Select Lots/Line Items

Select Using Excel

Lots Available for Bidding

☐

Name

☐

2.1 Get quote from preferred suppliers

Request for quotes

☐

2.2 Get quote from preferred suppliers

Request for quotes

Confirm Selected Lots/Line Items

Click here to proceed.

Cancel

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

Tactical sourcing

Add line item details and submit the sourcing event

Go back to Givaudan Ariba-TEST Dashboard

Console

Doc2560491984 - RFQ188-printing RFQ

Event Messages

Response History

Response Team

▼ Checklist

1. Review Event Details

2. Select Lots/Line Items

3. Submit Response

All Content

Name: 1

Price

► 1 Terms

▼ 2 Items

2.1 Get quote from preferred suppliers ▼

Request for quotes

2.2 Get quote from preferred suppliers ▼

(*) indicates a required field

Submit Entire Response

Update Totals

Save draft

Compose Message

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

Less... - *

EUR

Line Number: 1

Supplier Part Id:

Supplier Part Auxiliary Id:

Manufacturer Part Id:

Manufacturer Name:

URL:

Lead Time:

Tax: EUR all units

Tax Description:

Shipping Terms:

Shipping Cost: EUR all units

Comment:

Attach a file

ShipTo: Sant Celoni (Barcelona) Spain

Item Description: test RFQ

More... +

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

Doc2560491984 - RFQ188-printing RFQ

✓ Your response has been submitted. Thank you for participating in the event.

Revise Response

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

Givaudan

Thank you



Givaudan