





Indirect Materials and Services - Supplier training

Givaudan

A vertical image on the left side of the slide showing a field of white and purple flowers, possibly poppies, under a bright sky.

Agenda

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Abbreviations used

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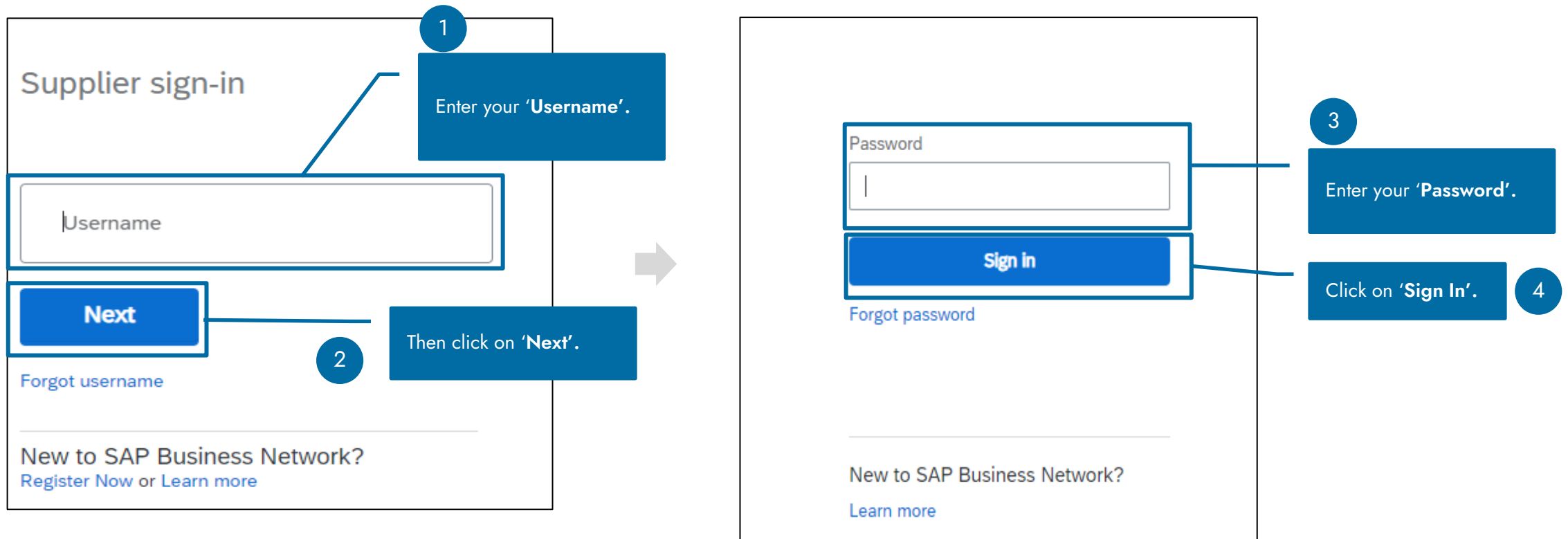
Abbreviations used

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

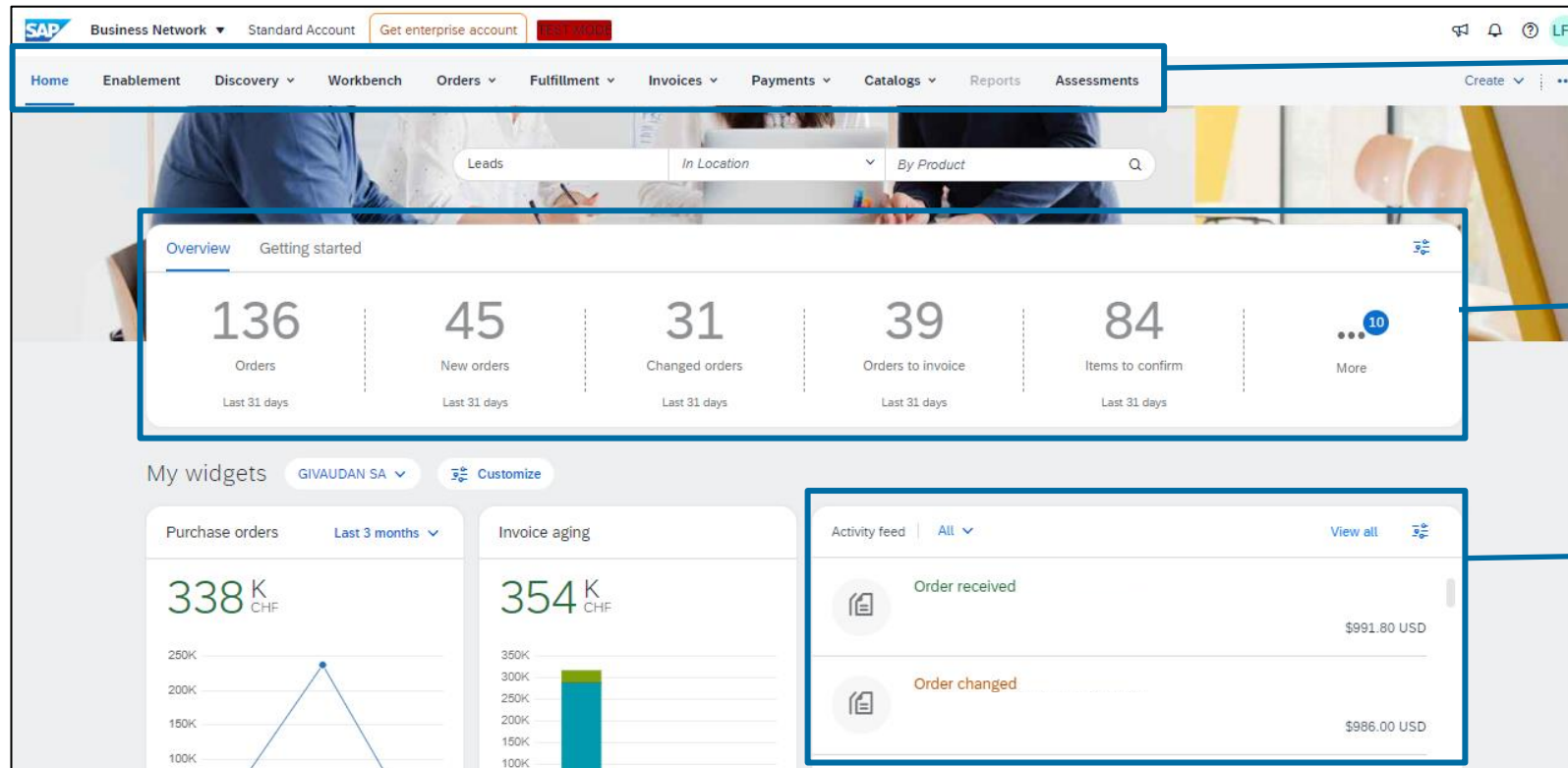
- You can view and manage all buyer orders in one place—no more emails or spreadsheets.
- Login here: <https://supplier.ariba.com>



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

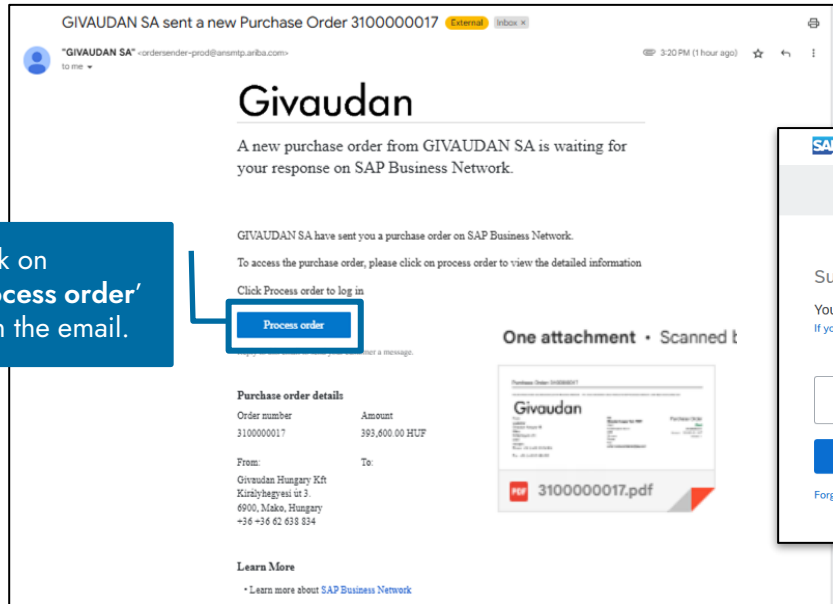
'Activity Feed' shows real-time document inflow: Purchase Orders, Invoice Status.

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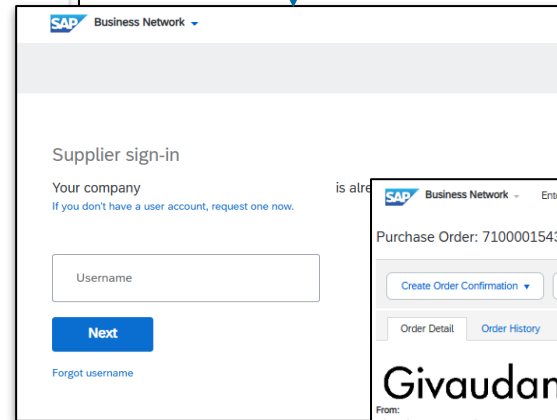
Purchase Order transmission to supplier

Purchase Order transmission to supplier

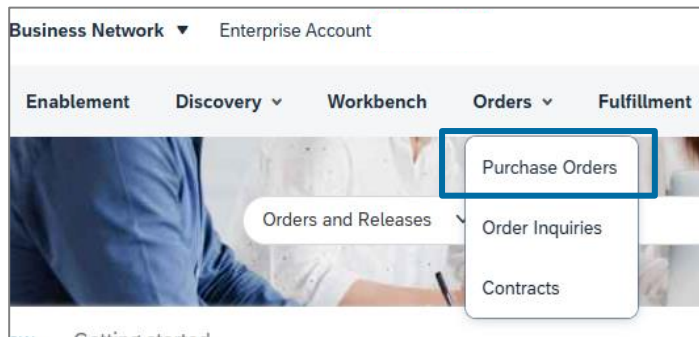
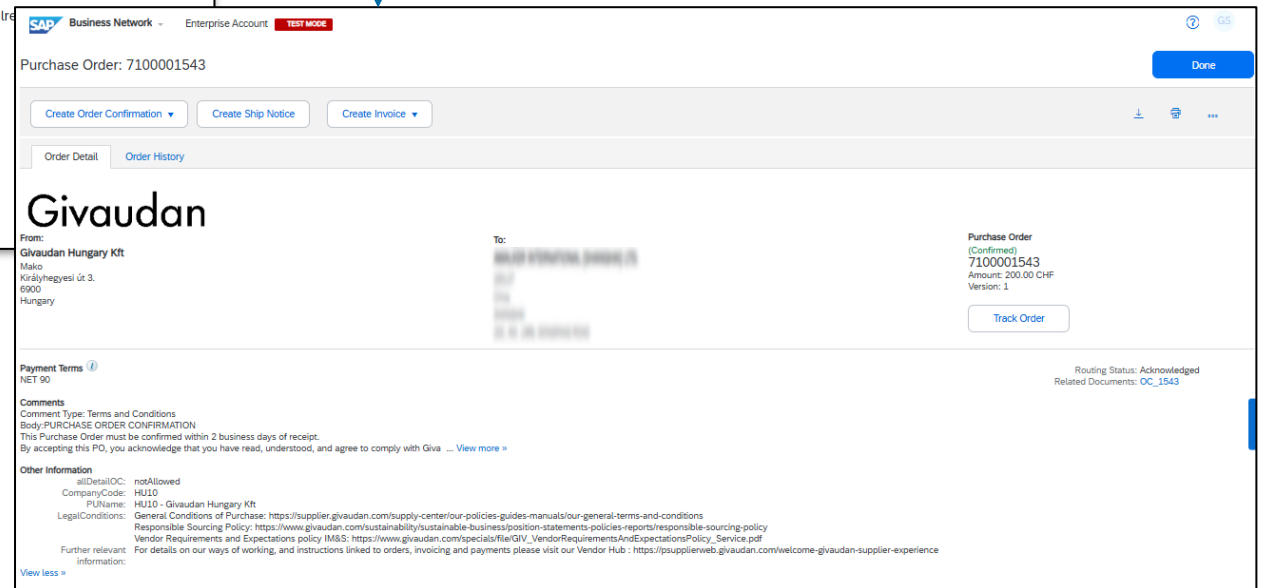
Suppliers registered on the SAP Ariba Business Network receive POs directly through the network. Once the PO is transmitted, you will receive an email notification with the PO PDF attachment.



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.

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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.

1 Click on 'Workbench' Tab.

2 Click here to manage predefined columns in the display list.

3 Click on the PO number to view the PO.

'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.

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: Givaudan Hungary Kft

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

Exit Next

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

Name Size (bytes) Content Type

No items

Choose File No file chosen Add Attachment

The total size of all attachments cannot exceed 100MB

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)

Exit Next

Confirming PO

Previous Submit Exit

1 Confirm Entire Order

2 Review 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)

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

Partial confirmation

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

- Click on **'Create Order Confirmation'**.
- Then select **'Update Line Items'**.

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Order confirmation (Partial confirmation)

1

Confirming PO

1 Update Item Status 2 Review Confirmation

Order Confirmation Header

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

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:
Enter the Estimated Shipping and Delivery dates.

Comments:

Attachments

Name	Size (bytes)	Content Type
No items		

No file chosen

The total size of all attachments cannot exceed 100MB

Line Items

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

PAC drum

Current Order Status

☒ 100 Unconfirmed

Confirm: Backorder:

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

Attachments

Name	Size (bytes)	Content Type
No items		

No file chosen

The total size of all attachments cannot exceed 100MB

Scroll down ↓

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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 #	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)	The confirmed quantities with their respective delivery dates.
35 Unconfirmed	

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'.

SAP Business Network Enterprise Account

Purchase Order: 7100000826

Done

Create Order Confirmation Create Ship Notice Create Invoice

Confirm Entire Order history

Update Line Items

Reject Entire Order

Givaudan

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

Routing Status: Sent

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

Givaudan

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

Name Size (bytes)

No Items

2

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'.

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

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'.

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 line pointing to step 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 line pointing to step 2), and 'Reject Entire Order'. The main content area displays the supplier 'Givaudan' and the PO details: 'From: Givaudan Hungary Kft, Mako, Királyhegyesi út 3, 6900 Hungary' and 'To: [redacted]'. The PO amount is 90.00 HUF, Version 1. A 'Track Order' button is visible. The bottom section shows 'Payment Terms: NET 60', 'Comments' (including a note about confirmation requirements), and 'Other Information' (CompanyCode: HU10, PUName: HU10 - Givaudan Hungary Kft). The routing status is 'Sent'.

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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:

Enter the accepted quantity.

Order:

Details ⓘ

By clicking here, you can confirm each line.

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:

Attachments:

Name	Size (bytes)	Content Type
No items		

[Choose File](#) No file chosen

[Add Attachment](#)

Confirm All ⓘ

Once done, you can 'Confirm All'.

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Order confirmation

Split confirmation

Submit the Order Confirmation after reviewing and finalising the details.

Confirming PO

Confirmation #: conf1531
Supplier Reference:
Attachments:

1 Update Item Status
2 Review Confirmation

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)						
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)						

Previous Submit Exit

Feedback

'Submit' the confirmation by clicking here.

Confirmation status is visible here.

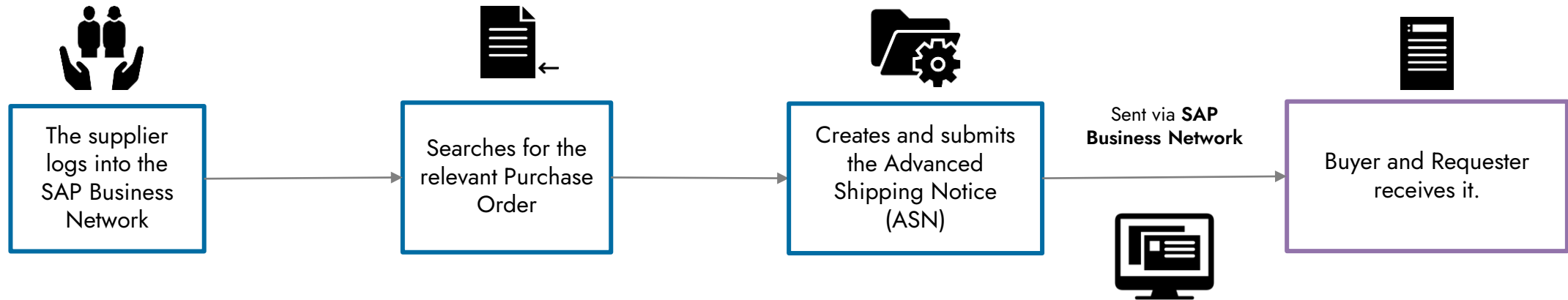
'Confirmed' quantity is visible here.

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.

Click on 'Create Ship Notice'.

The screenshot displays the SAP Business Network interface for a Purchase Order (PO) with ID 7100000826. The header includes the SAP logo, 'Business Network', and 'Enterprise Account'. A 'Done' button is in the top right. Below the PO number, there are three buttons: 'Create Order Confirmation', 'Create Ship Notice' (highlighted with a red 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'. The main content area shows the 'From' and 'To' addresses. The 'From' address is for Givaudan Hungary Kft, located at Mako, Királyhegyesi út 3, 6900 Hungary. The 'To' address is for the buyer. On the right, the 'Purchase Order' details are shown: (New) 7100000826, 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'.

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Advanced shipping notice creation

Shipping details at header level

SAP Business Network Enterprise Account

Create Ship Notice

Exit Next

* Indicates required field

SHIP FROM	DELIVER TO
<div>Update Address</div>	<div>Update Address</div>

▼ Ship Notice Header

SHIPPING	TRACKING
<div>Packing Slip ID: * xxx</div> <div>Invoice No.:</div> <div>Requested Delivery Date: --</div> <div>Ship Notice Type: Actual ▼</div> <div>Shipping Date: 27 Mar 2025</div> <div>Delivery Date: 31 Mar 2025</div> <div>Gross Volume:</div> <div>Gross Weight:</div>	<div>Carrier Name: ▼</div> <div>Service Level:</div>

Unit: Unit:

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

Item 001

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	<input type="text" value="1"/>	<input type="text"/>	- Select Country -	<input type="text"/>	<input type="text"/>	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

Done

Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼

Order Detail Order History

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

To: [Redacted]

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

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

Bill To:

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 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.

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	<input checked="" type="checkbox"/>	MATERIAL	Not Available	Item01		100	EA	900 HUF	90,000 HUF

Tax

Line Item Actions Delete Reset Tax from PO Add

4

Edit item level details if needed.

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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 No. Include Type Part # Description Customer Part # Quantity Unit Unit Price Subtotal

1 1 ☒ MATERIAL Not Available Item01 100 EA 900 HUF 90,000 HUF

Tax

Category: 0% VAT

Location:

Description:

Reason for Zero-Rate VAT is required

Exempt Detail: (no value) (no value) Zero Rated Exempt

Triangular Transaction

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

Select from dropdown if Zero Rated or Exempt.

Select the Line Item.

Click the tax dropdown to view available taxes.

Select the applicable rate.

Then click here to include lines.

Add to Included Lines

For zero taxes, add exempt reason.

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Additional Charges at Header level

Specify tax for additional charges on the invoice.

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 Charge ☐ Shipping Documents ☐ Special Handling ☐ Discount Add to Included Lines

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	MATERIAL	Not Available	ORC-05		6	EA	500.00 CHF	3,000.00 CHF

Tax

2 Then click on Line item Actions.

Line Item Actions

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

3 Select 'Charge'.

Update Save Exit Next

Privacy Statement Security Disclosure Terms of Use

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

Withholding Tax for Spain

-
- The screenshot shows the 'Line Items' screen in SAP S/4HANA. The interface includes a table for line items and various input fields for tax and pricing details. Annotations with numbered circles (1-4) and text boxes provide a step-by-step guide:
- 1** Select the line item. (Points to the checkbox in the 'Include' column of the line item table.)
 - 2** Click the dropdown to view available tax options. (Points to the 'Tax Category' dropdown menu.)
 - 3** Select the applicable withholding tax. (Points to the 'Taxes' dropdown menu showing options like '0% VAT', '4% VAT', '10% VAT', '21% VAT', and withholding taxes.)
 - 4** Click here. (Points to the 'Add to Included Lines' button.)
- Additional details visible on the screen include:
- Line Item Table:** Columns include No., Include, Type, Part #, Description, and Tax. The first line item is 'MATERIAL' with 'Not Available' as the part number.
 - Tax Details:** The 'Tax Category' is set to '21% VAT'. The 'Taxes' dropdown shows options for withholding taxes: '-7% Withholding Tax / G7 - Ret. IRPF profesionales 7%' and '-15% Withholding Tax / G5 - Ret. IRPF profesionales 15%'. The 'Tax Amount' is calculated as '653.31 EUR'.
 - Pricing Details:** The 'Quantity' is '1', 'Unit' is 'EA', 'Unit Price' is '3,111.00 EUR', and 'Subtotal' is '3,111.00 EUR'.
 - Supply Details:** The 'Date Of Supply' is '15 Apr 2025'.
 - Triangular Transaction:** A checkbox labeled 'Triangular Transaction' is present.
 - Taxable Amount:** A separate section shows the 'Taxable Amount' as '3,111.00 EUR' and the 'Tax Amount' as '-217.77 EUR'.
- Annotations also include:
- 'Click the dropdown to view available tax options.'
 - 'Select the applicable withholding tax.'
 - 'Click here.'
 - 'Taxable Amount' available to adjust.'
- Additional notes at the bottom of the image:
- 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.

The screenshot illustrates the steps to add an attachment to an invoice in SAP Business Network. The interface is divided into two main sections: a summary area on the left and a detailed attachment management area on the right.

Summary Area (Left):

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

Attachment Management Area (Right):

Step 1: Click on 'Add to Header'.

Step 2: Then select 'Attachment'.

Step 3: Then choose the file.

Step 4: And 'Add Attachment'.

Step 5: Assign the attachment as original invoice.

Attachment Section: The attachment section appears on the screen. It includes a table with columns: Name, Size (bytes), and Content Type.

Attachment List:

Name	Size (bytes)	Content Type
<input type="checkbox"/> Receipt_30Mar2025_125251.pdf	21430	

Buttons: Choose File, Add Attachment, Assign as original invoice, Delete.

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.

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](#)

<input checked="" type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	MATERIAL	Not Available	ORC-05		6	EA	500.00 CHF	3,000.00 CHF

Tax

Category: 27% VAT Taxable Amount: 3,000.00 CHF [Remove](#)

Location: Rate(%): 27 Tax Amount: 810.00 CHF

Description: Exempt Detail: (no value) ☐

Regime: Date Of Pre-Payment: Date Of Supply: 15 Apr 2025

Law Reference: ☐ Triangular Transaction

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

Invoice Date: Tuesday 15 Apr 2025 1:02 PM GMT+02:00 Total Tax: 810.00 CHF 358,912 HUF

Original Purchase Order: 7100001364 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.

Givaudan

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**'.

The screenshot shows the 'Purchase Order: 7100001261' page. A blue box labeled '1' points to the 'Create Invoice' button. Another blue box labeled '2' points to the 'Standard Invoice' button. A third blue box labeled 'Purchase Order Status - Serviced.' points to the 'Purchase Order (Serviced)' status. A fourth blue box labeled 'Indicates the Item Type is Service.' points to the 'Service' item type in the 'Line Items' table.

Line Items Table:

Line #	No. Schedule Lines	Part # / Description	Type	Unit Price	Subtotal
00010	1	XXX	Service	40,925.00 HUF	40,925.00 HUF
00010.10		XXX	Service	40,925.00 HUF	40,925.00 HUF

Order submitted on: Monday 14 Apr 2025 2:00 PM GMT+02:00
 Received by SAP Business Network on: Monday 14 Apr 2025 6:48 PM GMT+02:00
 This Purchase Order was sent by GIVAUDAN SA AN11197259210-T and delivered by SAP Business Network.

Sub-total: 40,925.00 HUF
 Total Serviced: 40,925.00 HUF
 Total Invoiced: 40,925.00 HUF

The screenshot shows the 'Service Period' and 'Tax' details for a Service Invoice. A blue box labeled 'Approved service lines.' points to the 'Service Period' section.

Service Period: Service Start Date: 9 Apr 2025, Service End Date: 10 Apr 2025

Tax: Tax Category: 0% VAT, Discount: []

Line Items Table:

Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input checked="" type="checkbox"/>	SERVICE	Not Available	Complex Service		1	AU	10,000 HUF	10,000 HUF
<input checked="" type="checkbox"/>	SERVICE		Service Packaged		1	EA	6,000 HUF	6,000 HUF

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: Tax Category: 0% VAT, Discount: []

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.

The screenshot illustrates the process of creating a credit memo in SAP Business Network. It is divided into two main sections: the top section for the Purchase Order (PO) and the bottom section for the Line-Item Memo.

Purchase Order Section:

- Purchase Order:** 7100001387
- Buttons:** Create Order Confirmation, Create Ship Notice, Create Invoice, Standard Invoice, Line-Item Credit Memo, Line-Item Debit Memo.
- Order Detail:** Order History
- From:** Givaudan Hungary Kft, Mako, Királyhegyesi út 3, 6900, Hungary
- To:** [Redacted]
- Purchase Order (New):** 7100001387, Amount: 90,000.00 HUF, Version: 1
- Track Order** button
- Payment Terms:** NET 90
- 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.

Line-Item Memo Section:

- 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 |
- Buttons:** Create Line-Item Credit Memo, Create Line-Item Debit Memo, Edit, Copy, Create Non-PO Invoice

Annotations:

- Click on 'Create Invoice'.
- Then select 'Line-item Credit Memo'.
- Select the Invoice against which **credit memo** needs to be created.
- Click on 'Create Line-item Credit Memo'.

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:

Subtotal: -2,500.00 CHF
Total Tax: -675.00 CHF
Total Amount without Tax: -2,500.00 CHF
Amount Due: -3,175.00 CHF

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	<input checked="" type="checkbox"/>	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:

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:

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

Subtotal: 0.00 CHF
Total Tax: 0.00 CHF
Amount Due: 0.00 CHF

2 Fill unique reference.

Comment
Reason for Credit Memo: *

3 Provide the reason for the memo here.

4 Price must be negative for adjustment.

5 Click here to submit.

Next

Invoice data flips into the credit memo screen.

No.	Include	Type	Part #	Description	Unit	Unit Price	Decrease in Unit Price	Subtotal
2	<input checked="" type="checkbox"/>	MATERIAL	HRDASDJ	EZE-31 item 2	EA	22.00 CHF	0 CHF	0.00

Tax

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

Exempt Detail: (no value)

Date Of Supply: * 9 Apr 2025
☐ Triangular Transaction

Line Item Actions Delete

Givaudan

Debit Memo on SAP BN

Create and submit Debit Memo

Click the PO number to review the Purchase Order.

Purchase Order: 7100001146

Done

Create Order Confirmation Create Ship Notice Create Invoice

Standard Invoice
Line-Item Credit Memo
Line-Item Debit Memo

Go to 'Create Invoice'.

1

Then select 'Line-item Debit Memo'.

2

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

Routing Status: Acknowledged
Related Documents: TST30
RC1117
CONF-E2E-31

From:
Givaudan Hungary Kft
Mako
Kisalyhegyesi 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 Purchase Order.

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

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'.

4

3

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

Givaudan

Create and submit Debit Memo

Price Adjustment

Create Line-Item Debit Memo

Debit Memo Type
You are creating a Debit Memo with Price Adjustment

▼ Invoice Header

Summary

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.

1 Fill the unique Debit Memo reference.

No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Increase in Unit Price	Subtotal
2	<input checked="" type="checkbox"/>	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

2 Price must be positive for adjustment.

3 Submit

Next

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:
[Redacted]

Click on 'Create Invoice'.

Then select 'Standard Invoice'.

1

2

Create Invoice

▼ Invoice Header

Summary

Purchase Order: 7100001396

Invoice #: * [Redacted]

Invoice Date: ⓘ 16 Apr 2025

Service Description: [Redacted]

Final Service Sheet: [Redacted]

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](#)

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1			Not Available	Complex Service					
<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	SERVICE	Not Available	<input type="text" value="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

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1			Not Available	Complex Service					
<input type="checkbox"/>	2	<input checked="" type="checkbox"/>	SERVICE	Not Available	<input type="text" value="Service Packaged"/>		1	AU	10000 HUF	10,000 HUF

Tax

<input type="checkbox"/>	No.	Include	Type	Part #	Description	Customer Part #	Quantity	Unit	Unit Price	Subtotal
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	SERVICE		<input type="text" value="Additional service"/>		1	AU	2000	0 HUF

* Required field

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 Done Previous

[Copy This Invoice](#) [Print](#) [Download PDF](#) [Export cXML](#)

[Detail](#) [Scheduled Payments](#) [History](#)

Standard Invoice

Invoice Status shows 'Pending Approval'.

Invoice: Pending Approval
Routing: On Hold
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

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

Auto SES generated and sent.

Service Sheet
Send
Invoice: INV1384
Date: 16 Apr 2025
Final Service Sheet
Purchase Order: 7100001384
Subtotal: 12,000.00 HUF
Service Start Date: 16 Apr 2025
Service End Date: 23 Apr 2025

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

Remit To: Givaudan Hungary Test - TEST
GEBRECEK
VWR INTERNATIONAL KFT.
SIMON LASZLO 4
4034
Hungary

Comments

Routing Status: Acknowledged
Related Documents: 7100001384
INV1384

[Show Item Details](#)

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

Planned and unplanned service lines.

Service Entry Sheet Summary
Subtotal: 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

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.

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

Bill From
GIVAUDAN INTERNATIONAL (HUNGARY) LTD
1000
1000
1000
1000

Bill To
Givaudan Hungary Kft
Mako
Királyhegyesi út 3.
6900
Hungary
Address ID: HU10

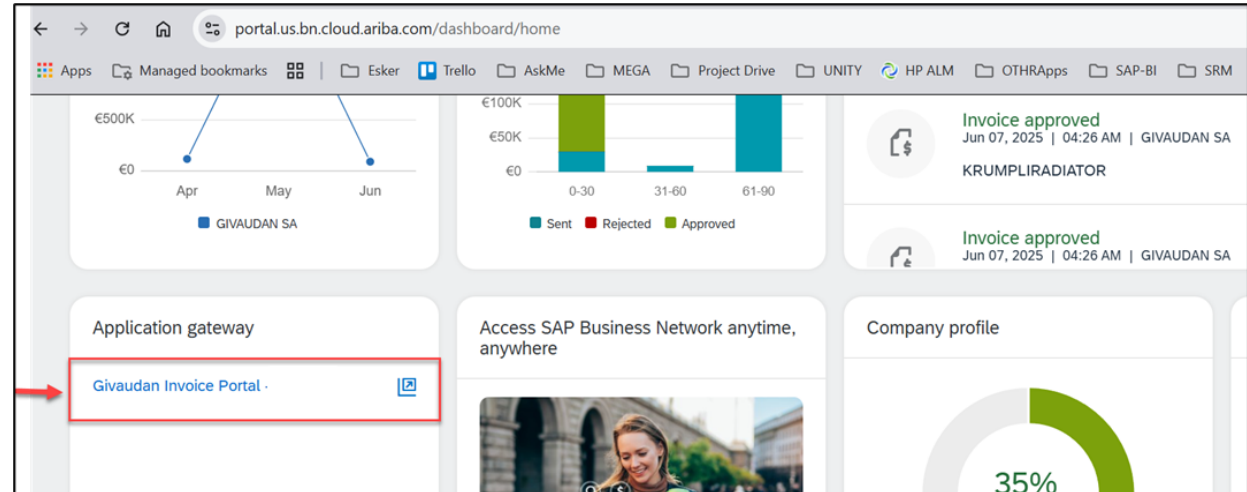
Givaudan

Givaudan vendor invoice portal

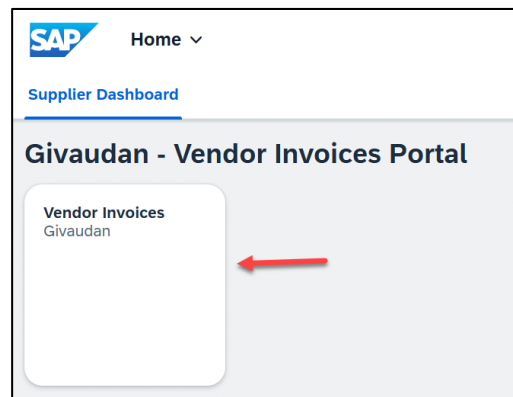
How to access the portal

In this portal, you can access the status of your transactional documents — such as invoices, credit notes, and debit notes — that you have submitted to Givaudan via the Ariba Network or other Givaudan invoicing channels.

From the Ariba Business Network homepage, go to the application gateway section and select '**Givaudan Invoice Portal**'



Go to the '**Vendor Invoices Givaudan**' tile




Givaudan


How to navigate (1/2)

< **SAP** Vendor Invoices ▾

Standard ▾

Ariba ID: AN1

Invoice Number: 

Invoice Date: 

Enter the range of invoice number and/or invoice dates

The **drop-down button** on the right side of **Invoice Number** and **Invoice Date** fields allows the user to define multiple values for record selection.

Define Conditions: Invoice Number

contains ▾ Value

Include

- contains
- starts with
- ends with

Exclude

- does not contain
- does not start with
- does not end with

Invoice Date:

Single Dates

- Date
- Today
- Yesterday
- Tomorrow

Date Ranges

- From / To
- From
- To
- Year to Date
- Date to Year

How to navigate (2/2)

From the displayed list, you can filter or sort the items by clicking on each column header.

Givaudan Entity	Invoice Number	Givaudan PO	Invoice Date	Due Date	Amount	Currency	Status	Payment Date	Payment Block	SCF Indicator
HU10 - Givaudan Hungary Kft	INV1	7100	May 13, 2025	Aug 11, 2025		EUR	✓ Paid	Jun 3, 2025		
HU10 - Givaudan Hungary Kft	INV1	7100	May 7, 2025	Aug 5, 2025		CHF	Under Review			
HU10 - Givaudan Hungary Kft	INV1	7100	May 14, 2025	Aug 12, 2025		EUR	Under Review			
HU10 - Givaudan Hungary Kft	INV1	7100	May 14, 2025	Aug 12, 2025		EUR	Under Review			
HU10 - Givaudan Hungary Kft	INV1	7100	May 14, 2025	Aug 12, 2025		EUR	✓ Paid	Jun 3, 2025		
HU10 - Givaudan Hungary Kft	INV1	7100	May 14, 2025	Aug 12, 2025		EUR	✗ Open		Block for payment	
HU10 - Givaudan Hungary Kft	INV1	7100	May 22, 2025	Aug 20, 2025		EUR	✓ Paid	Jun 3, 2025		
HU10 - Givaudan Hungary Kft	INV1	7100	May 23, 2025	Aug 21, 2025		EUR	✓ Paid	Jun 3, 2025		
HU10 - Givaudan Hungary Kft	INV1	7100	May 23, 2025	Aug 21, 2025		EUR	✓ Paid	Jun 3, 2025		

- A. Givaudan Entity:** This refers to the Givaudan legal entity that received your invoice, credit note, or debit note.
- B. Invoice Number:** This is the number shown on your invoice, credit note, or debit note.
- C. Givaudan PO:** This is the Givaudan purchase order number that you used to invoice Givaudan.
- D. Status:** This indicates the current status of your invoice.
 - a. Paid** – Your invoice has already been paid. You may refer to the Payment Date column to see when Givaudan made the payment.
 - b. Under review** – Givaudan has started processing your invoice, but it is not yet fully processed and is undergoing further investigation.
 - c. Open** – Your invoice has been processed and may or may not yet be ready for payment processing by Givaudan.
- E. Payment Block:** If the value "Block for payment" appears in this column, it means the invoice has been fully processed by Givaudan's Accounts Payable team but is currently blocked from payment, pending the outcome of further investigation.
- F. SCF Indicator:** A value of "SCF" in this column indicates that the invoice has been selected for Givaudan's Supply Chain Financing programme.

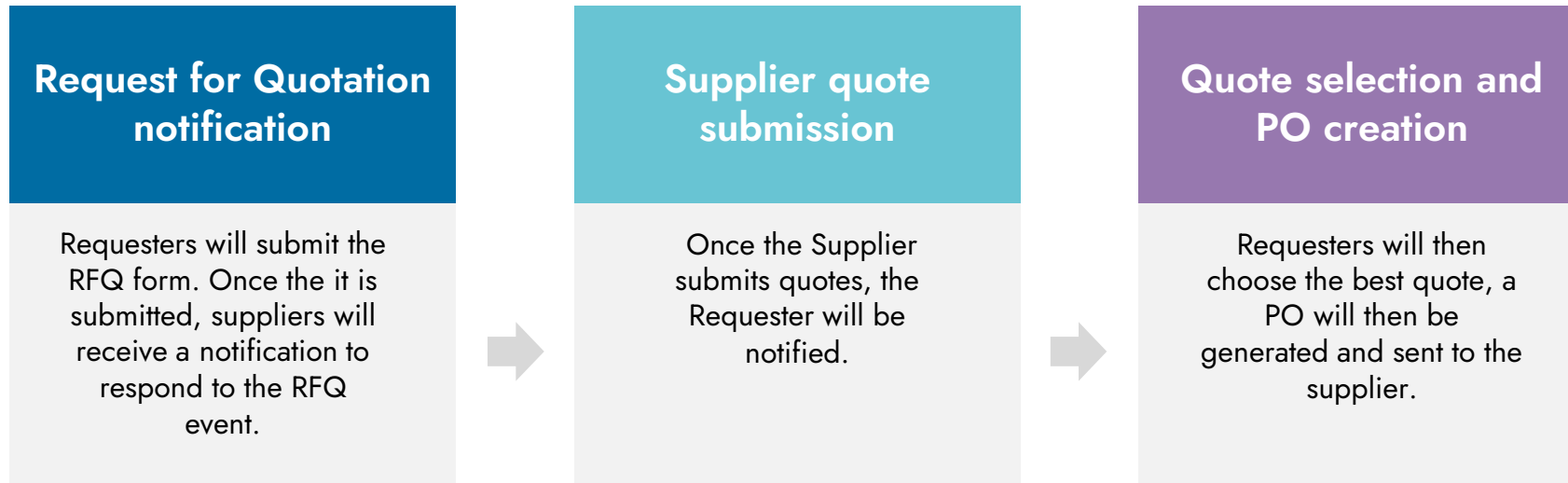
Givaudan

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.

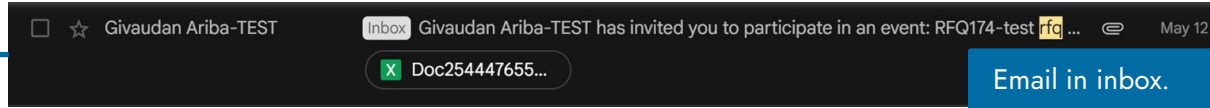


Givaudan

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

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 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.

Access the event by clicking on here.

Givaudan

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.

The image shows two overlapping screenshots from the SAP Ariba website. The left screenshot is the 'Supplier Login' page, featuring a 'User Name' and 'Password' input field, a 'Login' button, and a 'Forgot Username or Password' link. A blue callout box with the text 'Use your credentials here.' is positioned over the login fields. The right screenshot is the 'Ariba Sourcing' 'Event Details' page for 'Doc2560491984 - RFQ188-printing RFQ'. It includes a 'Click here to participate.' callout pointing to the 'Intend to Participate' button. Below this, there is an 'All Content' table and an 'Event Overview and Timing Rules' section.

Supplier Login

User Name
Password
Login
Forgot Username or Password

Use your credentials here.

Ariba Sourcing Event Details

Doc2560491984 - RFQ188-printing RFQ

Time remaining: 7 days 01:10:49

Click here to participate.

Intend to Participate | Decline to Participate | Print Event Information

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 Batlle, 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
Currency: European Union Euro
Commodity: OFS Printing and typesetting 41090000
Regions: ESP Spain
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

You can also view all the event information without participating in the sourcing event.

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](#)

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.

▼ Checklist

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

[Select Lots/Line Items](#) [Select Using Excel](#)

Lots Available for Bidding

<input type="checkbox"/>	Name
<input type="checkbox"/>	2.1 Get quote from preferred suppliers Request for quotes
<input type="checkbox"/>	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

The screenshot shows the SAP Business Network Tactical Sourcing interface for a sourcing event titled "Doc2560491984 - RFQ188-printing RFQ". The interface includes a console with a checklist, a table for line items, and a form for adding details to a selected line item.

Annotations:

- To submit the quote, add the price and other important information like lead time, shipping cost for each of the line item.** (Points to the line item details form)
- Once all the information is added, you can submit response by clicking here.** (Points to the "Submit Entire Response" button)
- Click here to expand the next line item and add the necessary details including price, lead time etc.** (Points to the "More..." button in the line item table)
- You can add any quote related attachments here.** (Points to the "Attach a file" button)

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.

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Thank you



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