

Ariba Network Order Confirmation Job Aid

Dutch (Nederlands)

English

French (Français)

German (Deutsch)

Italian (Italiana)

Mandarin (普通话)

Portuguese (português)

Spanish (Español)



Dutch



Ariba Netwerk Orderbevestiging

Job hulp

Gepubliceerd: Oktober 2023
Eigenaar: Source-to-Pay Team



Doel

Het doel van deze functiehulp is een stapsgewijze handleiding te geven voor het bevestigen, afwijzen of bijwerken van een inkooporder per regel in het Ariba Network.



Doelgroep

Deze functiehulp is voor de volgende functies:

- **Leveranciers van het LyondellBasell Ariba Network**



Inhoudsopgave

Navigeer door de functiehulp door de juiste sectie te selecteren:

- **Een inkooporder voor service bevestigen**
- **Een inkooporder voor materiaal bevestigen**
- **Een inkooporder afwijzen**
- **Een Service-inkooporder bijwerken per regelitem**
- **Een materiaalinkooporder bijwerken per regelitem**



Referenties

U kunt hier aanvullende informatie bekijken:

- **LyondellBasell website voor leveranciers**

Proces van inkoop tot betaling: Ontvangstbevestiging PO

1
PO-bevestiging

2
Orderbevestiging

3
Geavanceerde verzendingsmelding

4
Goederenontvangst

5
Factuur

Het Ariba Network bevestigt dat een inkooporder is ontvangen. Zodra uw elektronische orderrouting is ingesteld, wordt u automatisch via e-mail op de hoogte gebracht van de inkooporder.

De bevestiging van de inkooporder bevestigt alleen dat u de inkooporder hebt ontvangen. U moet de details van de inkooporder nog controleren en verifiëren.



Proces van inkoop tot betaling: Orderbevestiging

1

PO-bevestiging

2

Orderbevestiging

3

Geavanceerde verzendingsmelding

4

Goederenontvangst

5

Factuur

Elke bestelling, inclusief nieuwe versies, moet worden **bevestigd** of **geweigerd** via het Ariba Network.

Voer een van de volgende opties uit om op een order te reageren.

Optie 1

Bevestig volledige bestelling



1. Aanvaarding van prijs, hoeveelheid, artikelomschrijving, betalingsvoorwaarden en levering
2. Alternatieve leveringsdatum voorstellen (optioneel)

Optie 2

Hele bestelling afwijzen



1. Selecteer afkeurcode
2. Reden voor afwijzing invoer (opmerkingen)

Opmerking: Als de bestelling wordt geweigerd, wordt deze niet geannuleerd.

Optie 3

Regelitems bijwerken



1. Bevestigen of verwerpen op regelniveau (Bovenstaande regels zijn van toepassing)



Een inkooporder voor service bevestigen

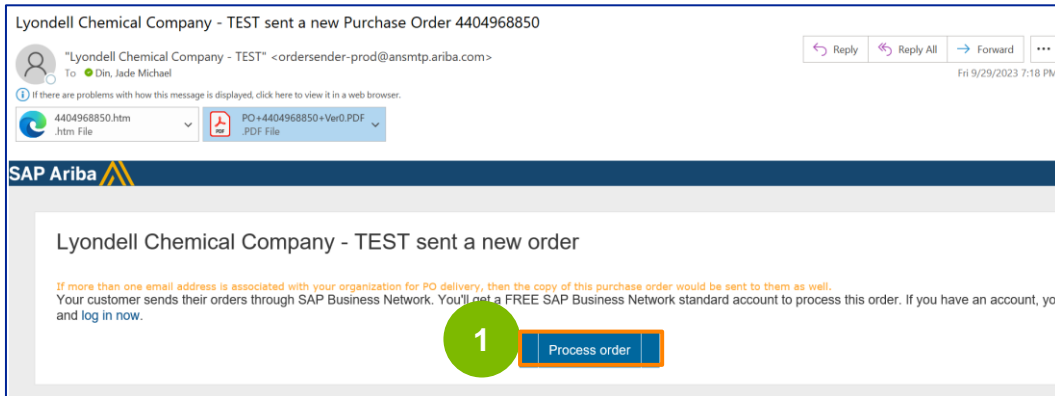
De volgende stappen zijn voor **Leveranciers van LyondellBasell**



Een inkooporder voor service bevestigen

1

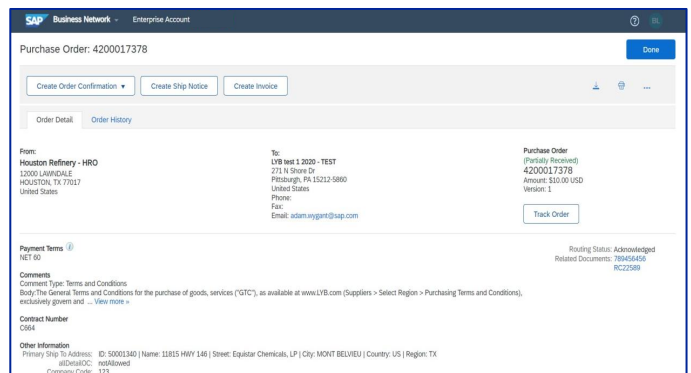
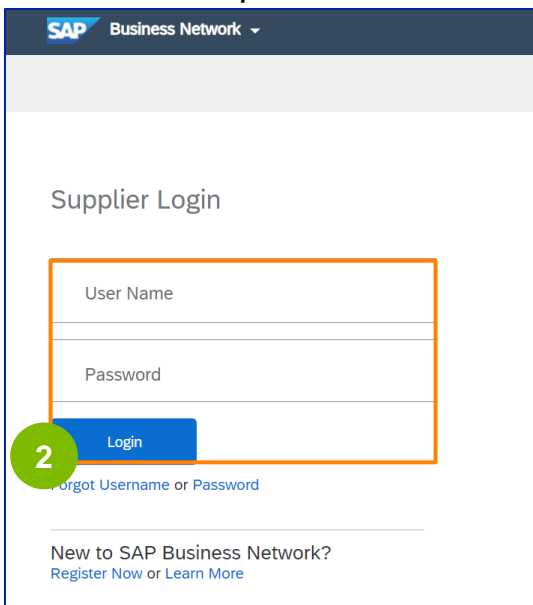
Klik op de knop **Order verwerken** in de e-mail met de inkooporder om toegang te krijgen tot het [Ariba Network](#). Je ontvangt een e-mail voor elke inkooporder; [hier vind](#) je meer informatie over orderrouting.

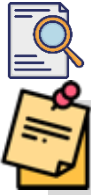


Opmerking: u hoeft deze stap niet uit te voeren als u al bent aangemeld bij het Ariba Network.

2

Voer je **gebruikersnaam** en **wachtwoord** in op de inlogpagina van [het Ariba Network](#) en klik op **Aanmelden**. Vervolgens wordt u doorgestuurd naar de inkooporder.





Een inkooporder voor service bevestigen

Opmerking: je kunt de inkooporder ook bekijken door het inkoopordernummer in te voeren in de zoekbalk op de startpagina. Er verschijnt een lijst met inkooporders. Selecteer de gewenste inkooporder om de details te bekijken.

The screenshot shows the SAP Business Network dashboard. At the top, there are navigation tabs: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. Below the navigation is a search bar with the following filters: Orders and Releases, All customers, Exact match, and the search term 4404967917. Below the search bar, there are two tabs: Overview and Getting started. The main content area displays five summary statistics:

Value	Label	Time Period
186	New orders	Last 31 days
821	Orders	Last 31 days
140	Orders to invoice	Last 31 days
229	Invoices	Last 31 days
39	Items to confirm	Last 31 days

The screenshot shows the 'Purchase Orders' page in SAP Business Network. It features a search filter section with the following details:

- Customer: All Customers
- Order Number: 4404967917
- Search Type: Exact number (selected)

Below the search filters, there is a table titled 'Purchase Orders (3)' with the following columns: Type, Order Number, Ver, Customer, Inquiries, Ship To Address, Ordering Address, Amount, Date, Order Status, External Document Type, Company Code, and Purchasing. The table contains three rows:

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code	Purchasing
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,570.00 USD	14 Sep 2023	Changed			
Order	4404967917	1	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$3,240.00 USD	14 Sep 2023	Obsolated			
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,600.00 USD	13 Sep 2023	Obsolated			

The screenshot shows the details page for Purchase Order: 4404967917. It includes buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. Below these buttons are tabs for 'Order Detail' and 'Order History'. The page is divided into three main sections:

- From:** Equistar Chemicals LP, 1221 McKinney, Suite 300, HOUSTON, TX 77010, United States. Phone: , Fax: .
- To:** LYB test 1 2020 - TEST, 271 N Shore Dr, Pittsburgh, PA 15212-0880, United States. Phone: , Fax: , Email: adam.wygart@sap.com
- Purchase Order (+ Changed):** 4404967917, Amount: \$1,570.00 USD, Amount: \$3,240.00 USD, Version: 2 (Previous Version).

A 'Track Order' button is located at the bottom right of the page.



Een inkooporder voor service bevestigen

3

Klik binnen de inkooporder op de vervolgkeuzelijst **Orderbevestigingen maken** en selecteer vervolgens de optie **Gehele order bevestigen** om een volledige orderbevestiging te maken.

Purchase Order: 4404968348

Create Order Confirmation ▾
Confirm Entire Order
Update Line Items
Reject Entire Order

Create Ship Notice
Create Service Sheet
Create Invoice

From:
Lyondell Chemical Company
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To:
LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Payment Terms ⓘ
NET 60

4

De pagina Inkooporder bevestigen verschijnt. Voer een uniek bevestigingsnummer in het veld **Bevestiging #** in.

Confirming PO

Exit Next

1 Confirm Entire Order
2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 676277
Associated Purchase Order #: 4404968348
Customer: Lyondell Chemical Company - TEST
Supplier Reference: 45676567557

Additional Information

Shipping and Tax Information

Est. Completion Date: 12 Oct 2023
Est. Tax Cost: 15

Comments:



Opmerking: U kunt een bestelling meerdere keren bevestigen. Als LyondellBasell een nieuwere versie van de PO stuurt, moet u deze opnieuw bevestigen. Als u alfabetten wilt toevoegen in het veld Bevestiging #, moeten deze in allemaal hoofdletters zijn.



Een inkooporder voor service bevestigen

5 Voer de voltooiingsdatum in het veld **Geschatte voltooiingsdatum** in.

SAP Business Network - Enterprise Account

Confirming PO

Exit Next

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

* Indicates required field

Confirmation #: 676277
Associated Purchase Order #: 4404968348
Customer: Lyondell Chemical Company - TEST
Supplier Reference: 45676567557

Additional Information

Shipping and Tax Information

Est. Completion Date:* 12 Oct 2023

Est. Tax Cost: 15

Comments:

6 Als je opmerkingen wilt toevoegen, kun je dat doen in het veld **Opmerkingen**.

SAP Business Network - Enterprise Account

Confirming PO

Exit Next

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

* Indicates required field

Confirmation #: 676277
Associated Purchase Order #: 4404968348
Customer: Lyondell Chemical Company - TEST
Supplier Reference: 45676567557

Additional Information

Shipping and Tax Information

Est. Completion Date:* 12 Oct 2023

Est. Tax Cost: 15

Comments:



Een inkooporder voor service bevestigen

- 7 Klik op de knop **Volgende** om de pagina Orderbevestiging bekijken weer te geven.

SAP Business Network - Enterprise Account

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 676277
Associated Purchase Order #: 4404968348
Customer: Lyondell Chemical Company - TEST
Supplier Reference: 45676567557

Additional Information

Shipping and Tax Information

Est. Completion Date: 12 Oct 2023
Est. Tax Cost: 15
Comments: Example

- 8 De pagina Orderbevestiging bekijken wordt weergegeven. Controleer de details van de inkooporder. Als alle gegevens juist zijn, klikt u op **Verzenden**.

SAP Business Network - Enterprise Account

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: 676277
Supplier Reference: 45676567557
Est. Tax Cost: 15.00 EUR
Comments: Example
Attachments:

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
00001	Not Available	Service	1.000 (ZZ)	27 Sep 2023	\$500.00 USD	\$500.00 USD

TEST SERVICE

Current Order Status:
1.000 Confirmed With New Date (Estimated Completion Date: 12 Oct 2023)



Een inkooporder voor service bevestigen

9

Je wordt omgeleid naar je inkooporder, waarop nu te zien is dat de bestelling is bevestigd.

The screenshot displays the SAP Business Network interface for a purchase order. At the top, it shows 'SAP Business Network' and 'Enterprise Account'. The main header is 'Purchase Order: 4404968348' with a 'Done' button. Below this are buttons for 'Create Order Confirmation', 'Create Ship Notice', 'Create Service Sheet', and 'Create Invoice'. The 'Order Detail' tab is active. The 'From' section lists 'Lyondell Chemical Company' with address and contact info. The 'To' section lists 'LYB test 1 2020 - TEST' with address and contact info. A green circle with the number '9' highlights a box containing 'Purchase Order (Bevestigd) 4404968348 Amount: \$500.00 USD'. The 'Payment Terms' are 'NET 60'. 'Contact Information' includes 'CINTAS CORP'. 'Technical Support' is 'Therryn Roberson'. 'Routing Status' is 'Acknowledged' with related documents listed.

This screenshot is identical to the one above, but with an orange box highlighting the 'Routing Status: Acknowledged' section, which also lists related documents: 676277, 42346010, 42346010, and More(1).



Opmerking: Alle documenten die zijn aangemaakt op basis van de inkooporder worden weergegeven in het gedeelte Gerelateerde documenten.



Een inkooporder voor materiaal bevestigen

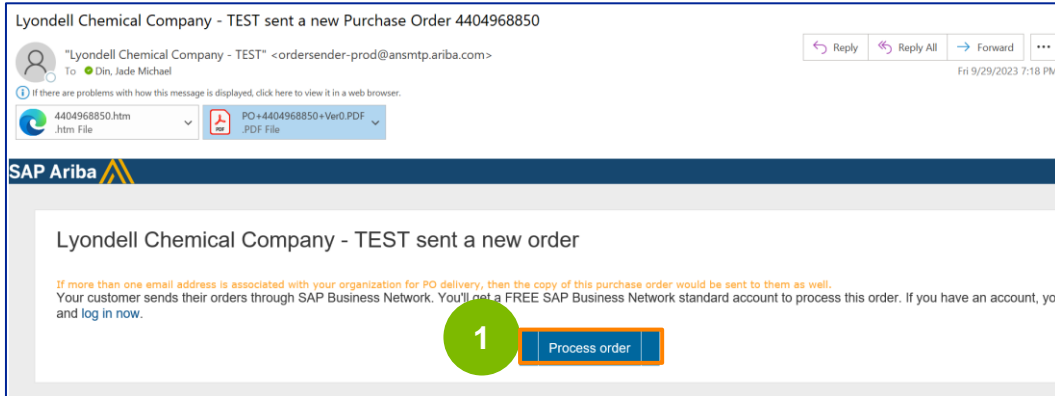
De volgende stappen zijn voor **Leveranciers van LyondellBasell**



Een inkooporder voor materiaal bevestigen

1

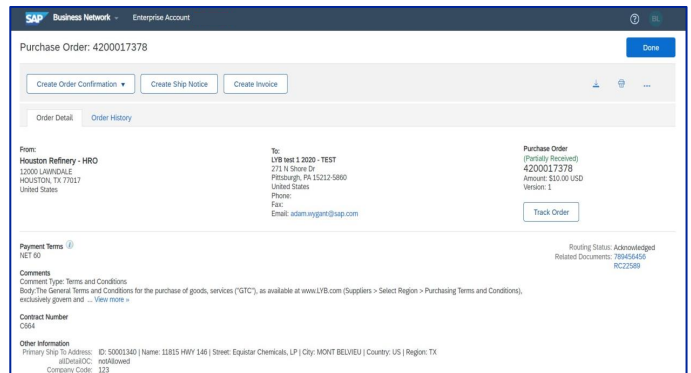
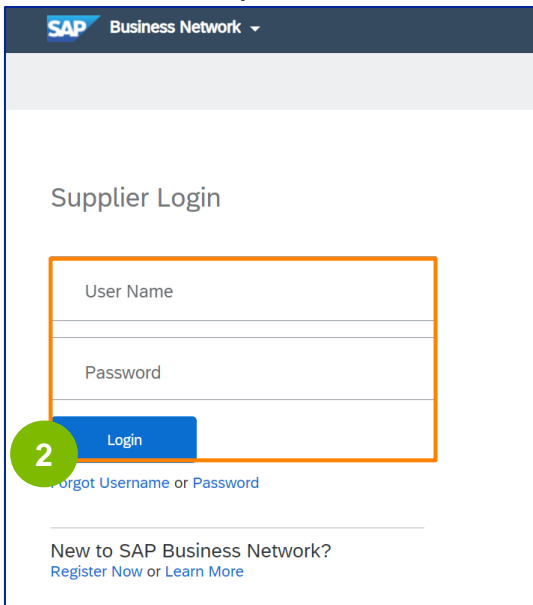
Klik op de knop **Order verwerken** in de e-mail met de inkooporder om toegang te krijgen tot het [Ariba Network](#). Je krijgt een e-mail voor elke inkooporder; [hier vind](#) je meer informatie over orderrouting.

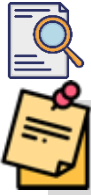


Opmerking: u hoeft deze stap niet uit te voeren als u al bent aangemeld bij het Ariba Network.

2

Voer je **gebruikersnaam** en **wachtwoord** in op de inlogpagina van [het Ariba Network](#) en klik op **Aanmelden**. Vervolgens wordt u doorgestuurd naar de inkooporder.





Een inkooporder voor materiaal bevestigen

Opmerking: je kunt de inkooporder ook bekijken door het inkoopordernummer in te voeren in de zoekbalk op de startpagina. Er wordt een lijst met inkooporders weergegeven. Selecteer de gewenste inkooporder om de details te bekijken.

The screenshot shows the SAP Business Network dashboard. At the top, there are navigation tabs: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. Below these is a search bar with filters for 'Orders and Releases', 'All customers', and 'Exact match'. The search input field contains the number '4404967917'. Below the search bar, there are five summary cards: '186 New orders (Last 31 days)', '821 Orders (Last 31 days)', '140 Orders to invoice (Last 31 days)', '229 Invoices (Last 31 days)', and '39 Items to confirm (Last 31 days)'.

The screenshot shows the 'Purchase Orders' list view. It includes a warning banner: 'This page will be replaced with our new Workbench concept soon. Try the new Workbench'. Below this is a 'Search Filters' section with 'Customer' set to 'All Customers' and 'Order Number' set to 'Exact number' with the value '4404967917'. The main table lists three purchase orders:

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code	Purchasing
Order	4404967917	2	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,570.00 USD	14 Sep 2023	Changed			
Order	4404967917	1	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$3,240.00 USD	14 Sep 2023	Obsolated			
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,600.00 USD	13 Sep 2023	Obsolated			

The screenshot shows the details for Purchase Order: 4404967917. It includes buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. Below these are tabs for 'Order Detail' and 'Order History'. The main content area is divided into 'From:', 'To:', and 'Purchase Order' sections.

From:
Equistar Chemicals LP
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To:
LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-0880
United States
Phone:
Fax:
Email: adam.wygart@sap.com

Purchase Order (+ Changed):
4404967917
Amount: \$1,570.00 USD
Amount: \$3,240.00 USD
Version: 2 (Previous Version)

Track Order



Een inkooporder voor materiaal bevestigen

3

Klik binnen de inkooporder op de vervolgkeuzelijst **Orderbevestigingen maken** en selecteer vervolgens de optie **Gehele order bevestigen** om een volledige orderbevestiging te maken.

Purchase Order: 4200017378

Create Order Confirmation ▼ Create Ship Notice Create Invoice

3 Confirm Entire Order Update Line Items History Reject Entire Order

From: Houston Refinery - HRO
12000 LAWDALE
HOUSTON, TX 77017
United States

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Purchase Order (Partially Received)
4200017378
Amount: \$10.00 USD
Version: 1

Track Order

Payment Terms NET 60

Comments
Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services ("GTC"), as available at www.LYB.com (Suppliers > Select Region > Purchasing Terms and Conditions), exclusively govern and ... View more »

4

De pagina Inkooporder bevestigen verschijnt. Voer een uniek bevestigingsnummer in het veld **Bevestiging # in**.

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 789456456

Associated Purchase Order #: 4200017378

Customer: Lyondell Chemical Company - TEST

Supplier Reference:

Additional Information



Opmerking: U kunt een bestelling meerdere keren bevestigen. Als LyondellBasell een nieuwere versie van de PO stuurt, moet u deze opnieuw bevestigen.

Als u alfabetten wilt toevoegen in het veld Bevestiging #, moeten deze in allemaal hoofdletters zijn.



Een inkooporder voor materiaal bevestigen

5 Voer de verzenddatum in het veld **Verwachte verzenddatum in**.

SAP Business Network - Enterprise Account

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 789456456

Associated Purchase Order #: 4200017378

Customer: Lyondell Chemical Company - TEST

Supplier Reference:

Additional Information

Shipping and Tax Information

Est. Shipping Date: 4 Oct 2023

Est. Delivery Date: 11 Oct 2023

Est. Shipping Cost:

Est. Tax Cost:

Comments:

6 Voer de leveringsdatum in het veld **Verwachte leveringsdatum in**.
Voeg indien nodig extra opmerkingen toe in het veld **Opmerkingen**.

SAP Business Network - Enterprise Account

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 789456456

Associated Purchase Order #: 4200017378

Customer: Lyondell Chemical Company - TEST

Supplier Reference:

Additional Information

Shipping and Tax Information

Est. Shipping Date: 4 Oct 2023

Est. Delivery Date: 11 Oct 2023

Est. Shipping Cost:

Est. Tax Cost:

Comments: Example



Opmerking: LyondellBasell wordt op de hoogte gebracht als u een alternatieve leveringsdatum bevestigt.



Een inkooporder voor materiaal bevestigen

- 7 Klik op de knop **Volgende** om de pagina Orderbevestiging bekijken weer te geven.

SAP Business Network - Enterprise Account

Confirming PO

Exit Next

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 789456456

Associated Purchase Order #: 4200017378

Customer: Lyondell Chemical Company - TEST

Supplier Reference:

Additional Information

Shipping and Tax Information

Est. Shipping Date: 4 Oct 2023

Est. Shipping Cost:

Est. Delivery Date: 11 Oct 2023

Est. Tax Cost:

Comments: Example

- 8 De pagina Orderbevestiging bekijken verschijnt. Neem even de tijd om de details van de inkooporder te bekijken. Als alle gegevens juist zijn, klik je op de knop **Verzenden** om de inkooporder te bevestigen.

SAP Business Network - Enterprise Account

Confirming PO

Previous Submit Exit

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: 789456456

Supplier Reference:

Comments: Example

Attachments:

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
1	Services Software	Material	10 (EA)	30 Sep 2023	\$1.00 USD	\$10.00 USD

Current Order Status:
10 Confirmed With New Date (Estimated Shipment Date: 4 Oct 2023; Estimated Delivery Date: 11 Oct 2023)

Previous Submit Exit



Een inkooporder voor materiaal bevestigen

9

Je wordt omgeleid naar je inkooporder, waarop nu te zien is dat de bestelling is bevestigd.

Purchase Order: 4200017378

Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

From: Houston Refinery - HRO
12000 LAWDALE
HOUSTON, TX 77017
United States

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

9 Purchase Order (Bevestigd)
4200017378
Amount: \$10.00 USD
Version: 1

Track Order

Payment Terms: NET 60

Comments: Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services ("GTC"), as available at www.LYB.com (Suppliers > Select Region > Purchasing Terms and Conditions), exclusively govern and ... View more >

Contract Number: C664

Other Information: Primary Ship To Address: ID: 50001340 | Name: 11815 HWY 146 | Street: Equistar Chemicals, LP | City: MONT BELVIEU | Country: US | Region: TX
allDetailOC: notAllowed
Company Code: 123

Routing Status: Acknowledged
Related Documents: 789456456
RC22589

Purchase Order: 4200017378

Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

From: Houston Refinery - HRO
12000 LAWDALE
HOUSTON, TX 77017
United States

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Purchase Order (Bevestigd)
4200017378
Amount: \$10.00 USD
Version: 1

Track Order

Payment Terms: NET 60

Comments: Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services ("GTC"), as available at www.LYB.com (Suppliers > Select Region > Purchasing Terms and Conditions), exclusively govern and ... View more >

Contract Number: C664

Other Information: Primary Ship To Address: ID: 50001340 | Name: 11815 HWY 146 | Street: Equistar Chemicals, LP | City: MONT BELVIEU | Country: US | Region: TX
allDetailOC: notAllowed
Company Code: 123

Routing Status: Acknowledged
Related Documents: 789456456
RC22589



Opmerking: Alle documenten die zijn aangemaakt op basis van de inkooporder worden weergegeven in het gedeelte Gerelateerde documenten.



De inkooporder afwijzen

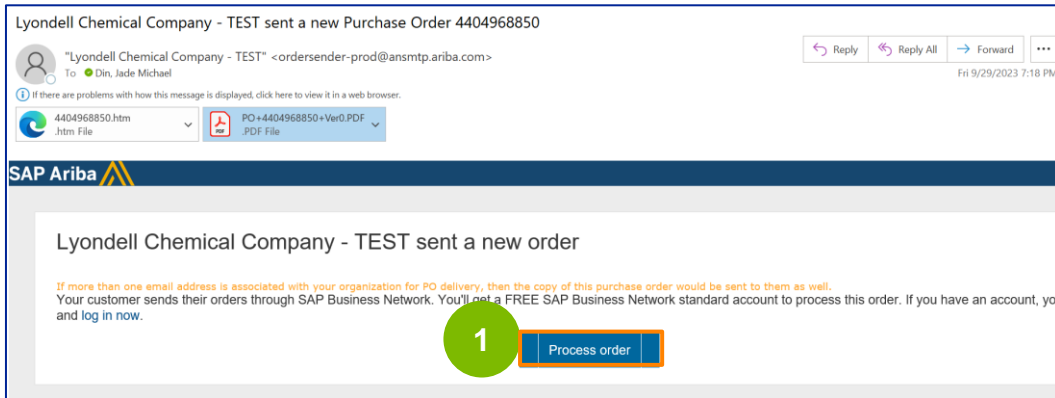
De volgende stappen zijn voor **Leveranciers van LyondellBasell**



Een inkooporder voor materiaal of diensten afwijzen

1

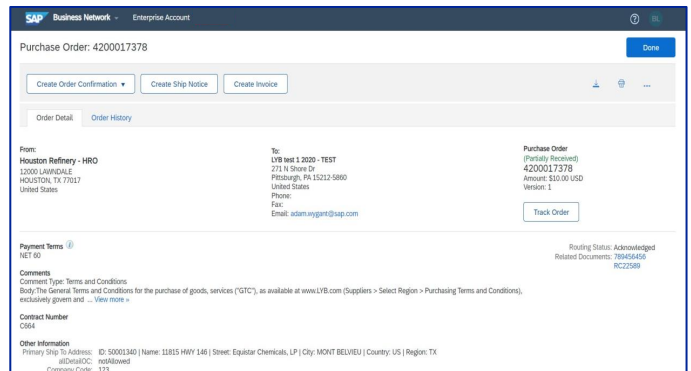
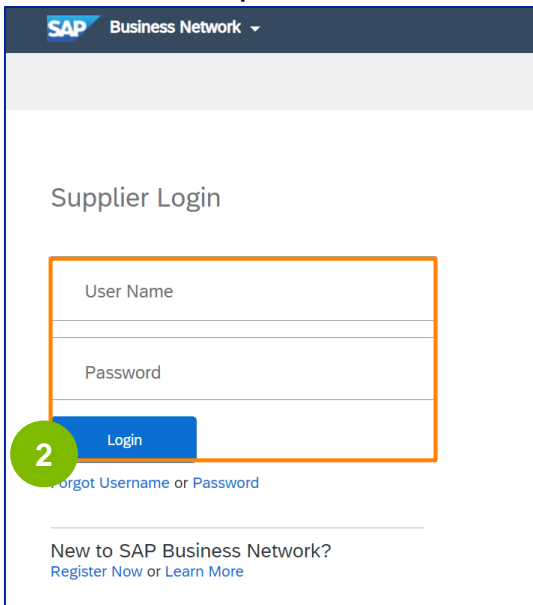
Klik op de knop **Order verwerken** in de e-mail met de inkooporder om toegang te krijgen tot het [Ariba Network](#). Je krijgt een e-mail voor elke inkooporder; [hier vind](#) je meer informatie over orderrouting.



Opmerking: u hoeft deze stap niet uit te voeren als u al bent aangemeld bij het Ariba Network.

2

Voer je **gebruikersnaam** en **wachtwoord** in op de inlogpagina van [het Ariba Network](#) en klik op **Aanmelden**. Vervolgens wordt u doorgestuurd naar de inkooporder.





Een inkooporder voor materiaal of diensten afwijzen

Opmerking: je kunt de inkooporder ook bekijken door het inkoopordernummer in de zoekbalk op de startpagina in te voeren. Er wordt een lijst met inkooporders weergegeven. Selecteer de gewenste inkooporder om de details te bekijken.

The screenshot shows the SAP Business Network dashboard. At the top, there are navigation tabs: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. Below these is a search bar with filters for 'Orders and Releases', 'All customers', and 'Exact match'. The search input field contains the number '4404967917'. Below the search bar, there are two tabs: 'Overview' and 'Getting started'. The main content area displays five summary statistics:

Value	Description	Time Period
186	New orders	Last 31 days
821	Orders	Last 31 days
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229	Invoices	Last 31 days
39	Items to confirm	Last 31 days

The screenshot shows the 'Purchase Orders' page in SAP Business Network. It includes a warning banner: 'This page will be replaced with our new Workbench concept soon. Try the new Workbench'. Below this is a 'Search Filters' section with 'Customer' set to 'All Customers' and 'Order Number' set to 'Exact number' with the value '4404967917'. The main table lists three purchase orders:

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code	Purchasing C
Order	4404967917	2	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,570.00 USD	14 Sep 2023	Changed			
Order	4404967917	1	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$3,240.00 USD	14 Sep 2023	Obsolated			
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,600.00 USD	13 Sep 2023	Obsolated			

The screenshot shows the details page for Purchase Order: 4404967917. It features buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. Below these are tabs for 'Order Detail' and 'Order History'. The page is divided into three columns of information:

From:
Equistar Chemicals LP
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To:
LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-0880
United States
Phone:
Fax:
Email: adam.wygart@sap.com

Purchase Order (+ Changed):
4404967917
Amount: \$1,570.00 USD
Amount: \$3,240.00 USD
Version: 2 (Previous Version)

Track Order



Een inkooporder voor materiaal of diensten afwijzen

3

Klik binnen de inkooporder op de vervolgkeuzelijst **Orderbevestigingen maken** en selecteer vervolgens de optie **Gehele order afwijzen** om de hele order af te wijzen.



Opmerking: Een order afwijzen betekent niet noodzakelijkerwijs dat de order wordt geannuleerd, het kan ook worden gebruikt om wijzigingen in de order aan te vragen (bijv. prijswijziging, hoeveelheid wijzigen, enz.).

SAP Business Network Enterprise Account

Purchase Order: 4200017521

Create Order Confirmation ▾ Create Ship Notice Create Invoice

Confirm Entire Order
Update Line Items History
Reject Entire Order

From: Houston Refinery - HRO
12000 LAWNDALE
HOUSTON, TX 77017
United States

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Purchase Order (New)
4200017521
Amount: \$1.00 USD
Version: 1
Track Order

Payment Terms NET 60

Comments
Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services ("GTC"), as available at www.LYB.com (Suppliers > Select Region > Purchasing Terms and Conditions), exclusively govern and ... View more »

Contract Number C664



Opmerking: Het proces om een inkooporder af te wijzen is hetzelfde voor materiaal- en serviceorders.



Een inkooporder voor materiaal of diensten afwijzen

4

Het pop-upvenster **Reject Entire Order (Hele bestelling afwijzen)** verschijnt. Voer het bevestigingsnummer in het veld **Bevestiging #** in.

SAP Business Network - Enterprise Account

Purchase Order: 4200017521

From:
Houston Refinery - HRO
12000 LAWNSDALE
HOUSTON, TX 77017
United States

Payment Terms
NET 60

Comments
Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services, and other goods and services, and ... View more >

Contract Number
C664

Other Information
Primary Ship To Address: ID: | Name: | Street: | City: | Country: | Region:
allDetailOC: notAllowed
Company Code: 123

Purchase Order (New)
4200017521
Amount: \$1.00 USD
Version: 1

Track Order

REJECT ENTIRE ORDER

Order Confirmation Number:
Confirmation #: 879846546

Rejection Reason: [Dropdown]

Comments: [Text Area]

Reject Order Cancel



Opmerking: als u alfabetten wilt toevoegen in het veld Bevestiging #, moeten deze in allemaal hoofdletters zijn.

5

Selecteer in het veld **Reden van afwijzing** de gewenste reden om de bestelling af te wijzen.

SAP Business Network - Enterprise Account

Purchase Order: 4200017521

From:
Houston Refinery - HRO
12000 LAWNSDALE
HOUSTON, TX 77017
United States

Payment Terms
NET 60

Comments
Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services, and other goods and services, and ... View more >

Contract Number
C664

Other Information
Primary Ship To Address: ID: | Name: | Street: | City: | Country: | Region:
allDetailOC: notAllowed
Company Code: 123

Purchase Order (New)
4200017521
Amount: \$1.00 USD
Version: 1

Track Order

REJECT ENTIRE ORDER

Order Confirmation Number:
Confirmation #: 879846546

Rejection Reason: Please Select

- Please Select
- Duplicate Order
- Incorrect Delivery Date
- Incorrect Description
- Incorrect Price
- Incorrect Quantity
- Incorrect Stock/Part Number
- Incorrect Supplier Code Used
- Incorrect UOM
- Not our Product Line
- Unable to Supply Item(s)

Comments: [Text Area]

Reject Order Cancel



Een inkooporder voor materiaal of diensten afwijzen

6

Wees beschrijvend met betrekking tot de wijzigingen in het veld **Opmerkingen**, LyondellBasell zal op de hoogte worden gebracht en de nodige acties ondernemen op basis van de opmerkingen.

SAP Business Network Enterprise Account

Purchase Order: 4200017521

Create Order Confirmation Create Ship Notice

Order Detail Order History

From:
Houston Refinery - HRO
12000 LAWNSDALE
HOUSTON, TX 77017
United States

Payment Terms
NET 60

Comments
Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services and materials, and their derivatives, shall be the General Terms and Conditions for the purchase of goods, services and materials, and their derivatives, and shall be exclusively govern and ... View more »

Contract Number
C664

Other Information
Primary Ship To Address: ID: | Name: | Street: | City: | Country: | Region:
allDetailOC: notAllowed
Company Code: 123

Purchase Order (New)
4200017521
Amount: \$1.00 USD
Version: 1

Track Order

REJECT ENTIRE ORDER

Order Confirmation Number:
Confirmation #: 879846546

Rejection Reason: Not our Product Line

Comments: Product not available.

Reject Order Cancel

7

Klik op de knop **Order weigeren** om de order af te wijzen

SAP Business Network Enterprise Account

Purchase Order: 4200017521

Create Order Confirmation Create Ship Notice

Order Detail Order History

From:
Houston Refinery - HRO
12000 LAWNSDALE
HOUSTON, TX 77017
United States

Payment Terms
NET 60

Comments
Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services and materials, and their derivatives, shall be the General Terms and Conditions for the purchase of goods, services and materials, and their derivatives, and shall be exclusively govern and ... View more »

Contract Number
C664

Other Information
Primary Ship To Address: ID: | Name: | Street: | City: | Country: | Region:
allDetailOC: notAllowed
Company Code: 123

Purchase Order (New)
4200017521
Amount: \$1.00 USD
Version: 1

Track Order

REJECT ENTIRE ORDER

Order Confirmation Number:
Confirmation #: 879846546

Rejection Reason: Not our Product Line

Comments: Product not available.

Reject Order Cancel



Een inkooporder voor materiaal of diensten afwijzen

8

U wordt omgeleid naar uw inkooporder. De status van uw inkooporder is nu **Afgewezen** en LyondellBasell wordt automatisch op de hoogte gebracht om de wijziging door te voeren.

The screenshot shows the SAP Business Network interface for a rejected purchase order. The order number is 4200017521. The status is 'Purchase Order (Rejected)'. The amount is \$1.00 USD. The version is 1. The routing status is 'Acknowledged'. The related documents are 879846546. The interface includes buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The 'Order Detail' tab is selected. The 'From' field shows 'Houston Refinery - HRO' and the 'To' field shows 'LYB test 1 2020 - TEST'. A green circle with the number 8 is overlaid on the 'Purchase Order (Rejected)' text.



Opmerking: De inkoper van LyondellBasell stuurt u een herziene inkooporder ter controle en bevestiging van de nieuwste versie.

The screenshot shows the SAP Business Network interface for a rejected purchase order. The order number is 4200017521. The status is 'Purchase Order (Rejected)'. The amount is \$1.00 USD. The version is 1. The routing status is 'Acknowledged'. The related documents are 879846546. The interface includes buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. The 'Order Detail' tab is selected. The 'From' field shows 'Houston Refinery - HRO' and the 'To' field shows 'LYB test 1 2020 - TEST'. A green circle with the number 8 is overlaid on the 'Purchase Order (Rejected)' text. A red box highlights the 'Routing Status: Acknowledged' and 'Related Documents: 879846546' text.



Opmerking: Alle documenten die zijn aangemaakt op basis van de inkooporder worden weergegeven in het gedeelte Gerelateerde documenten.



Een Service-inkooporder bijwerken per regelitem

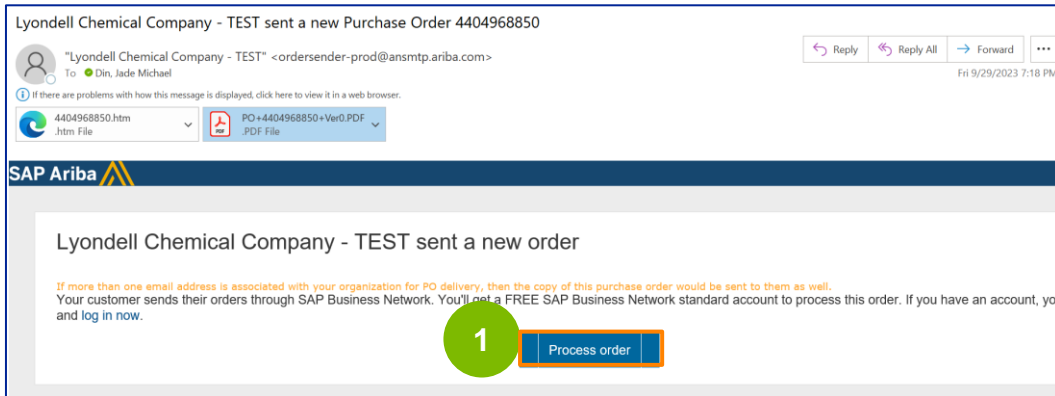
De volgende stappen zijn voor **Leveranciers van LyondellBasell**



Een service-inkooporder bijwerken per regelitem

1

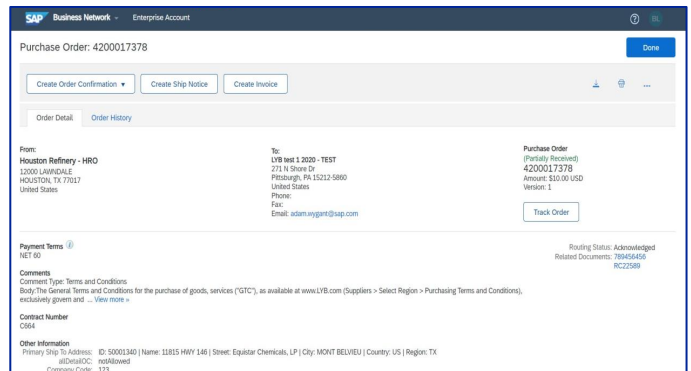
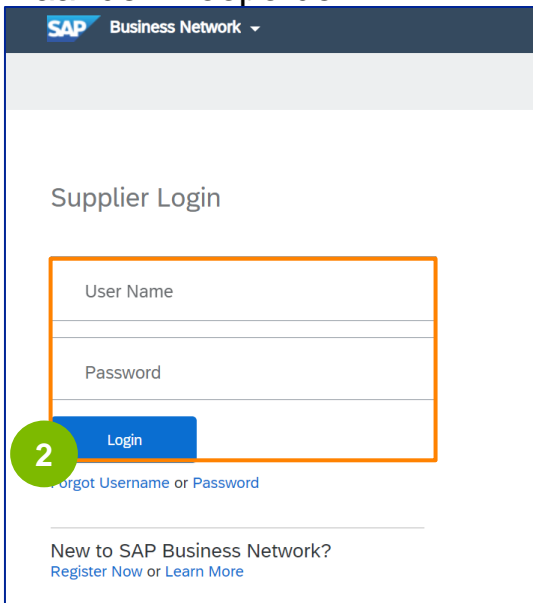
Klik op de knop **Order verwerken** in de e-mail met de inkooporder om toegang te krijgen tot het [Ariba Network](#). Je krijgt een e-mail voor elke inkooporder; [hier vind](#) je meer informatie over orderrouting.

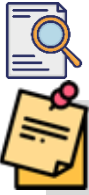


Opmerking: u hoeft deze stap niet uit te voeren als u al bent aangemeld bij het Ariba Network.

2

Voer je **gebruikersnaam** en **wachtwoord** in op de inlogpagina van [het Ariba Network](#) en klik op **Aanmelden**. Vervolgens wordt u doorgestuurd naar de inkooporder.





Een service-inkooporder bijwerken per regelitem

Opmerking: je kunt de inkooporder ook bekijken door het inkoopordernummer in te voeren in de zoekbalk op de startpagina. Er verschijnt een lijst met inkooporders. Selecteer de gewenste inkooporder om de details te bekijken.

The screenshot shows the SAP Business Network dashboard. At the top, there are navigation tabs: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. Below the navigation is a search bar with filters: 'Orders and Releases', 'All customers', 'Exact match', and a search input field containing '4404967917'. Below the search bar, there are two tabs: 'Overview' and 'Getting started'. The main content area displays five summary statistics:

Value	Label	Time Period
186	New orders	Last 31 days
821	Orders	Last 31 days
140	Orders to invoice	Last 31 days
229	Invoices	Last 31 days
39	Items to confirm	Last 31 days

The screenshot shows the 'Purchase Orders' page in SAP Business Network. It includes a warning banner: 'This page will be replaced with our new Workbench concept soon. Try the new Workbench'. Below the banner are search filters for Customer (All Customers) and Order Number (Exact number: 4404967917). The main content is a table of Purchase Orders (3):

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code	Purchasing
Order	4404967917	2	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,570.00 USD	14 Sep 2023	Changed			
Order	4404967917	1	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$3,240.00 USD	14 Sep 2023	Obsolated			
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,600.00 USD	13 Sep 2023	Obsolated			

The screenshot shows the details page for Purchase Order: 4404967917. It includes buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. Below these are tabs for 'Order Detail' and 'Order History'. The main content area displays the order details:

From: Equistar Chemicals LP
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-0880
United States
Phone:
Fax:
Email: adam.wygart@sap.com

Purchase Order (+ Changed)
4404967917
Amount: \$1,570.00 USD
Amount: \$3,240.00 USD
Version: 2 (Previous Version)

Track Order



Een service-inkooporder bijwerken per regelitem

3

Klik binnen de inkooporder op de vervolgkeuzelijst
Orderbevestigingen maken en selecteer vervolgens de optie
Regelitems bijwerken om de inkooporder per regel bij te werken.

Purchase Order: 4404968770

3

Create Order Confirmation ▼ Create Ship Notice Create Service Sheet Create Invoice

Confirm Entire Order
Update Line Items history
Reject Entire Order

From:
Houston Refining LP
1221 McKinney, Suite 700
HOUSTON, TX 77010
United States
Phone:
Fax:

To:
LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Purchase Order
(New)
4404968770
Amount: \$100.00 USD

Payment Terms ⓘ
NET 60

Contact Information
Supplier Address
CINTAS CORP
PO BOX 630803
CINCINNATI, OH 45263-0803

Technical Support
Dennis Thomas
Email: DENNIS.THOMAS@LYONDELLBASELL.COM



Opmerking: In het veld Regelitems bijwerken kunt u regelitems gedeeltelijk bevestigen, nabestellen of afwijzen.



Een service-inkooporder bijwerken per regelitem

- 4 De pagina Inkooporder bevestigen verschijnt. Voer het bevestigingsnummer in het veld **Bevestiging # in**.

Confirming PO

1 Update Item Status

2 Review Confirmation

Order Confirmation Header

Confirmation #: 6564732

Associated Purchase Order #: 4404968770

Customer: Lyondell Chemical Company - TEST

Supplier Reference:

Additional Information

Shipping and Tax Information

Enter tax information at the line item level.

Est. Completion Date:

Est. Tax Cost:

Comments:



Opmerking: als u alfabetten wilt toevoegen in het veld Bevestiging #, moeten deze in allemaal hoofdletters zijn.

- 5 Voer de voltooiingsdatum in het veld **Geschatte voltooiingsdatum in**.

SAP Business Network - Enterprise Account

Confirming PO

1 Update Item Status

2 Review Confirmation

Order Confirmation Header

Confirmation #: 6564732

Associated Purchase Order #: 4404968770

Customer: Lyondell Chemical Company - TEST

Supplier Reference:

Additional Information

Shipping and Tax Information

Enter tax information at the line item level.

Est. Completion Date: 19 Oct 2023

Est. Tax Cost:

Comments:



Een service-inkooporder bijwerken per regelitem

6

Scroll naar beneden naar het gedeelte Regelitems en werk de velden Bevestigen of Weigeren bij. Klik op de knop **Details** om de regelitemdetails voor het veld Bevestigen bij te werken.

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal
00001	Not Available TEST SERVICE		Service		3 Oct 2023		\$100.00 USD
<input checked="" type="radio"/> Confirm Details (Estimated Completion Date: 19 Oct 2023)							
<input type="radio"/> Reject - Please specify a reason: Please Select							
00001.unknown	Not Available	IS113000100	Service	1.000 (Z1J)		\$100.00 USD	\$100.00 USD
SERVIZI PER COSTI DI STRUMENTAZ. (L680)							
Attachments:							
Name Size (bytes) Content Type							
No items							
<input type="button" value="Choose File"/> No file chosen <input type="button" value="Add Attachment"/>							
The total size of all attachments cannot exceed 10MB							
<input type="button" value="Confirm All"/> ⓘ							

7

De Details-pagina verschijnt, hier kun je het regelitem bekijken of wijzigingen aanbrengen. Je kunt bijvoorbeeld de Voltooiingsdatum bijwerken en opmerkingen toevoegen. Klik op **OK** om je selecties te bevestigen en verder te gaan.

SAP Business Network - Enterprise Account

Line No.	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
00001	Not Available TEST SERVICE	1.000	ZZ	3 Oct 2023		\$100.00 USD	\$100.00 USD
New Order Status: 1.000 Confirmed							
Est. Completion Date: 19 Oct 2023							
Comments: Example							



Een service-inkooporder bijwerken per regelitem

8

Als je een regelitem wilt afwijzen, moet je een reden voor afwijzing selecteren en eventueel opmerkingen toevoegen.

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal						
00001	Not Available TEST SERVICE		Service		3 Oct 2023		\$100.00 USD						
<input type="radio"/> Confirm <input type="button" value="Details"/> (Comments: Example; Estimated Completion Date: 19 Oct 2023)													
<input checked="" type="radio"/> Reject - Please specify a reason: Unable to Supply Item <input type="text" value="Unable to Supply Item"/>													
00001.unknown	Not Available SERVIZI PER COSTI DI STRUMENTAZ. (L680)	I5113000100	Service	1.000 (ZLJ)		\$100.00 USD	\$100.00 USD						
Attachments:													
<table border="1"><thead><tr><th>Name</th><th>Size (bytes)</th><th>Content Type</th></tr></thead><tbody><tr><td colspan="3">No Items</td></tr></tbody></table>								Name	Size (bytes)	Content Type	No Items		
Name	Size (bytes)	Content Type											
No Items													
<input type="button" value="Choose File"/> No file chosen <input type="button" value="Add Attachment"/>													
<small>The total size of all attachments cannot exceed 10MB</small>													
<input type="button" value="Confirm All"/> ⓘ													

9

Klik op de knop **Volgende** om naar de pagina Bevestiging bekijken te gaan.

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal						
00001	Not Available TEST SERVICE		Service		3 Oct 2023		\$100.00 USD						
<input type="radio"/> Confirm <input type="button" value="Details"/>													
<input checked="" type="radio"/> Reject - Please specify a reason: Unable to Supply Item <input type="text" value="Unable to Supply Item"/>													
00001.unknown	Not Available SERVIZI PER COSTI DI STRUMENTAZ. (L680)	I5113000100	Service	1.000 (ZLJ)		\$100.00 USD	\$100.00 USD						
Attachments:													
<table border="1"><thead><tr><th>Name</th><th>Size (bytes)</th><th>Content Type</th></tr></thead><tbody><tr><td colspan="3">No Items</td></tr></tbody></table>								Name	Size (bytes)	Content Type	No Items		
Name	Size (bytes)	Content Type											
No Items													
<input type="button" value="Choose File"/> No file chosen <input type="button" value="Add Attachment"/>													
<small>The total size of all attachments cannot exceed 10MB</small>													
<input type="button" value="Confirm All"/> ⓘ													
<input type="button" value="Exit"/> <input checked="" type="button" value="Next"/>													

9



Een service-inkooporder bijwerken per regelitem

10

De pagina Orderbevestiging bekijken verschijnt. Neem even de tijd om de details van de inkooporder te bekijken. Als alle gegevens juist zijn, klikt u op de knop **Verzenden** om de inkooporder te bevestigen.

Confirming PO

Confirmation #: 6564732
Supplier Reference: 6564732
Est. Completion Date: 19 Oct 2023

Line Items

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal
00001	Not Available TEST SERVICE		Service		3 Oct 2023		\$100.00 USD
00001 unknown	Not Available SERVIZI PER COSTI DI STRUMENTAZ. (L.680)	IS113000100	Service	1.000 (ZLJ)		\$100.00 USD	\$100.00 USD

Current Order Status:
1.000 Rejected (Rejection Reason: Unable to Supply Item; Comments: Unable to supply item)

Submit

11

Je wordt omgeleid naar je inkooporder, waarop nu te zien is dat de bestelling is bevestigd.

Purchase Order: 4404968770

Order Detail

From: Houston Refining LP
1221 McKinney, Suite 700
HOUSTON, TX 77010
United States
Phone: +1 281-374-5800
Fax: +1 281-374-5800

To: LYB test 1.2020 - TEST
271 N. Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone: +1 412-281-1000
Fax: +1 412-281-1000
Email: adam.vuygent@sap.com

Payment Terms: NET 60

Contact Information
Supplier Address
CINTAS CORP
PO BOX 830603
CINCINNATI, OH 45263-0803
United States
Email: kltin@ll72@cintas.com
Phone: +1 513-973-3184-5800
Fax: +1 800-768-4387
Purchasing Agent
ARIBA CONTRACT ITEM
Email: lybchamps@ariba.com
Phone: +1 ARIBA ITEMS

Technical Support
Dennis Thomas
Email: DENNIS.THOMAS@LYONDELLBASELL.COM

Routing Status: Acknowledged
Related Documents: 6564732, 6564732

Purchase Order (bevestigd)
4404968770
Amount: \$100.00 USD



Een service-inkooporder bijwerken per regelitem

- 12 Je wordt omgeleid naar je inkooporder, waarop nu te zien is dat de bestelling is bevestigd.

The screenshot shows the SAP Business Network interface for a Purchase Order (PO) with ID 4404968770. The interface includes a 'Done' button in the top right corner and a 'Create Order Confirmation' dropdown menu. Below the menu are buttons for 'Create Ship Notice', 'Create Service Sheet', and 'Create Invoice'. The main content area is divided into 'Order Details' and 'Order History' tabs. The 'Order Details' tab is active, showing the following information:

- From:** Houston Refining LP, 1221 McKinney, Suite 700, HOUSTON, TX 77010, United States. Phone and Fax fields are present but empty.
- To:** LYB test 1 2020 - TEST, 271 N Shore Dr, Pittsburgh, PA 15212-5860, United States. Phone, Fax, and Email (adam.vygart@sap.com) fields are present but empty.
- Purchase Order (Bevestigd):** 4404968770, Amount: \$100.00 USD.
- Payment Terms:** NET 60.
- Contact Information:** Supplier Address: CINTAS CORP, PO BOX 639803, CINCINNATI, OH 45260-0803, United States. Email: Mitchell2@cintas.com, Phone: +1 513-774-5900, Fax: +1 600-788-4397. Purchasing Agent: ARIBA CONTRACT ITEM, Email: lycitemp@ariba.com, Phone: +1 ARIBA ITEMS.
- Technical Support:** Dennis Thomas, Email: DENNIS.THOMAS@LYONDELBASELL.COM.
- Routing Status:** Acknowledged. Related Documents: 6564732, 6564732.



Opmerking: Alle documenten die zijn aangemaakt op basis van de inkooporder worden weergegeven in het gedeelte Gerelateerde documenten.

Alle regelitems die een actie vereisen (d.w.z. afgekeurd) worden teruggestuurd op een nieuwe versie van de inkooporder die opnieuw moet worden gecontroleerd en bevestigd.



Een materiaalinkooporder bijwerken per regelitem

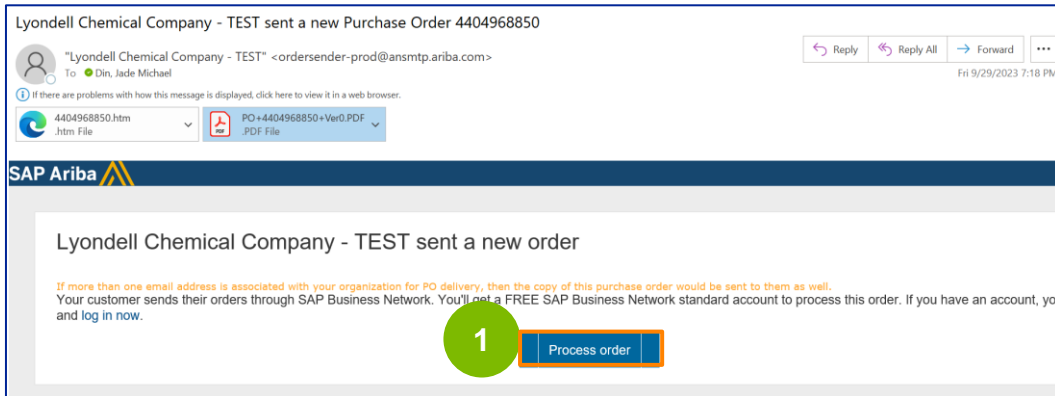
De volgende stappen zijn voor **Leveranciers van
LyondellBasell**



Een materiaalinkooporder bijwerken per regelitem

1

Klik op de knop **Order verwerken** in de e-mail met de inkooporder om toegang te krijgen tot het [Ariba Network](#). Je krijgt een e-mail voor elke inkooporder; [hier vind](#) je meer informatie over orderrouting.



Opmerking: u hoeft deze stap niet uit te voeren als u al bent aangemeld bij het Ariba Network.

2

Voer je **gebruikersnaam** en **wachtwoord** in op de inlogpagina van [het Ariba Network](#) en klik op **Aanmelden**. Vervolgens wordt u doorgestuurd naar de inkooporder.

SAP Business Network

Supplier Login

User Name

Password

2 Login

Forgot Username or Password

New to SAP Business Network?
[Register Now](#) or [Learn More](#)

SAP Business Network - Enterprise Account

Purchase Order: 4200017378

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

From: Houston Refinery - HRD
12000 LAWDALE
HOUSTON, TX 77017
United States

To: LYB West 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5880
United States
Phone:
Fax:
Email: adam.ingert@sap.com

Purchase Order
(Periodically Renewed)
4200017378
Amount: \$50.00 USD
Version: 1

Track Order

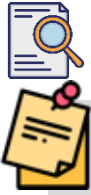
Payment Terms
NET 30

Comments
Contract Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services ("GTC"), as available at www.LVB.com (Suppliers > Select Region > Purchasing Terms and Conditions), including govern and... View more >

Contract Number
C564

Other Information
Primary Ship To Address: ID: 50001340 | Name: 11815 HMY 146 | Street: Equistar Chemicals, LP | City: MOKE BELVEU | Country: US | Region: TX
@DefaultOC: notAllowed
Company Code: 122

Routing Status: Acknowledged
Released Documents: 76945456
RC2389



Een materiaalinkooporder bijwerken per regelitem

Opmerking: je kunt de inkooporder ook bekijken door het inkoopordernummer in de zoekbalk op de startpagina in te voeren. Er wordt een lijst met inkooporders weergegeven. Selecteer de gewenste inkooporder om de details te bekijken.

The screenshot shows the SAP Business Network dashboard. At the top, there are navigation tabs: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. Below the navigation is a search bar with the following filters: Orders and Releases, All customers, Exact match, and a search input field containing '4404967917'. Below the search bar, there are two tabs: Overview and Getting started. The main content area displays five summary statistics:

Value	Label	Time Period
186	New orders	Last 31 days
821	Orders	Last 31 days
140	Orders to invoice	Last 31 days
229	Invoices	Last 31 days
39	Items to confirm	Last 31 days

The screenshot shows the 'Purchase Orders' page in SAP Business Network. It includes a warning message: 'This page will be replaced with our new Workbench concept soon. Try the new Workbench'. Below the warning are search filters for Customer (All Customers) and Order Number (Exact number: 4404967917). The main content is a table of purchase orders:

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code	Purchasing
Order	4404967917	2	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,570.00 USD	14 Sep 2023	Changed			
Order	4404967917	1	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$3,240.00 USD	14 Sep 2023	Obsolated			
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,600.00 USD	13 Sep 2023	Obsolated			

The screenshot shows the details page for Purchase Order: 4404967917. It includes buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. Below the buttons are tabs for 'Order Detail' and 'Order History'. The main content area displays the order details:

From: Equistar Chemicals LP
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-0880
United States
Phone:
Fax:
Email: adam.wygart@sap.com

Purchase Order (+ Changed)
4404967917
Amount: \$1,570.00 USD
Amount: \$3,240.00 USD
Version: 2 (Previous Version)

Track Order



Een materiaalinkooporder bijwerken per regelitem

3

Klik binnen de inkooporder op de vervolgkeuzelijst
Orderbevestigingen maken en selecteer vervolgens de optie
Regelitems bijwerken om de inkooporder per regel bij te werken.

Purchase Order: 4404969251

Create Order Confirmation | Create Ship Notice | Create Service Sheet | Create Invoice

Confirm Entire Order
Update Line Items | History
Reject Entire Order

From: Lyondell Chemical Company
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Payment Terms *i*
NET 60

Contact Information
Supplier Address
EXAMPLE SUPPLIER
1221 MCKINNEY STRET
HOUSTON, TX 77010
United States
Email: example@lyondellbasell.com
Phone: + () 1 1234567890
Fax: + () 800-786-4367
Purchasing Agent
BRITTANY VANRIGHT
Email: brittany.vanright@lyondellbasell.com
Phone: + () 281 452 8783

Technical Support
Therryn Roberson
Email: THERRYN.ROBERSON@LYONDELLBASELL.COM

Other Information
PurchaseOrg: OPER

Attachments
PO 4404969251 Ver0.PDF (application/pdf, charset=UTF-8)



Opmerking: Gebruik het veld Regelitems bijwerken als je inkooporders bekijkt met meerdere regelitems die je wilt bevestigen, afwijzen of bijwerken.



Een materiaalinkooporder bijwerken per regelitem

4 De pagina Inkooporder bevestigen verschijnt. Voer het bevestigingsnummer in het veld **Bevestiging #** in.

Confirming PO

Exit Next

1 Update Item Status

2 Review Confirmation

Order Confirmation Header

* Indicates required field

Confirmation #: CONF1234

Associated Purchase Order #: PO00004

Customer: Ben's Company - TEST

Supplier Reference:

Shipping and Tax Information

Enter shipping and tax information at the line item level.

Est. Shipping Date: 27 Aug 2023

Est. Shipping Cost:

Est. Delivery Date:

Est. Tax Cost:

Comments:



Opmerking: als u alfabetten wilt toevoegen in het veld Bevestiging #, moeten deze in allemaal hoofdletters zijn.

5 Voer de verzenddatum in het veld **Verwachte verzenddatum** in.

Confirming PO

Exit Next

1 Update Item Status

2 Review Confirmation

Order Confirmation Header

* Indicates required field

Confirmation #: CONF1234

Associated Purchase Order #: PO00004

Customer: Ben's Company - TEST

Supplier Reference:

Shipping and Tax Information

Enter shipping and tax information at the line item level.

Est. Shipping Date: 27 Aug 2023

Est. Shipping Cost:

Est. Delivery Date:

Est. Tax Cost:

Comments:



Een inkooporder bijwerken op regelitems

6

Voer de leveringsdatum in het veld **Verwachte leveringsdatum in**.
Voeg indien nodig extra opmerkingen toe in het veld **Opmerkingen**.

Confirming PO

Exit Next

1 Update Item Status

2 Review Confirmation

Order Confirmation Header

* Indicates required field

Confirmation #: CONF1234

Associated Purchase Order #: PO00004

Customer: Ben's Company - TEST

Supplier Reference:

Shipping and Tax Information

Enter shipping and tax information at the line item level.

Est. Shipping Date: 27 Aug 2023

Est. Shipping Cost:

Est. Delivery Date: 3 Oct 2023

Est. Tax Cost:

Comments:

7

Scroll naar beneden naar het gedeelte Regelitems en werk de velden Bevestigen, Backorder of Weigeren bij. Er is bijvoorbeeld 20 hoeveelheid toegevoegd in het veld Bevestigen. Klik op de knop **Details** om de details van de regelitems te bekijken.

Line Items

3 Oct 2023

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
10	Test-1178 test item	20 (C62)	1 Oct 2023	150.00 EUR	3,000.00 EUR
20	Test-1179 test item	50 (C62)	1 Oct 2021	100.00 EUR	5,000.00 EUR

Current Order Status

20 Unconfirmed

Confirm: 20 Backorder: Reject:

Details

Edit details of this line item such as Estimated Shipping Date

Attachments:

Name	Size (bytes)	Content Type
No items		

Choose File No file chosen Add Attachment

The total size of all attachments cannot exceed 10MB



Opmerking: Als je een regelitem wilt afkeuren, moet je een reden voor afwijzing selecteren en beschrijvend commentaar toevoegen. en beschrijvende opmerkingen toevoegen.



Een materiaalinkooporder bijwerken per regelitem

De details van het artikel verschijnen met de bijgewerkte gegevens. Voer de verzenddatum in het veld **Geschatte verzenddatum in**. Je kunt ook extra details toevoegen, zoals eenheidsprijs, leveranciersonderdeel of extra opmerkingen.

8

Item	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
10	Test-1178 test item	20	C62	3 Oct 2023		150.00 EUR	3,000.00 EUR

New Order Status: 20 Confirmed

Est. Shipping Date: 27 Aug 2023

Est. Delivery Date: 3 Oct 2023

Unit Price: 150.00 EUR

Supplier Part: Test-1178

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Supplier Batch ID:

Comments:

Description: test item



Opmerking: Dit scherm ziet er anders uit als je een nabestelling wilt toevoegen of de bestelling wilt afwijzen.

9

Voer de leveringsdatum in het veld **Geschatte leveringsdatum in** en klik op de knop **OK** om de gegevens te bevestigen en terug te keren naar de pagina Inkooporder.

Item	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
10	Test-1178 test item	20	C62	3 Oct 2023 ;		150.00 EUR	3,000.00 EUR

New Order Status: 20 Confirmed

Est. Shipping Date: 27 Aug 2023

Est. Delivery Date: 3 Oct 2023

Unit Price: 150.00 EUR

Supplier Part: Test-1178

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Supplier Batch ID:

Comments:

Description: test item



Een materiaalinkooporder bijwerken per regelitem

10

Optioneel: Je kunt bijlagen toevoegen op kopstekstniveau of regelniveau. Klik op de knop **Bestand kiezen** om een bijlage toe te voegen.

10 Choose File No file chosen Add Attachment

The total size of all attachments cannot exceed 10MB

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price
10	Test-1178 test item	20 (C62)	3 Oct 2023	150.00 EUR

Current Order Status

20 confirmed

Confirm: Backorder: Reject:

Attachments:

Name	Size (bytes)	Content Type
No items		

Choose File No file chosen Add Attachment



Opmerking: De bijlagen zijn alleen bedoeld als opslag en worden niet naar de kopers gestuurd.

11

Klik op de knop **Volgende** om naar de pagina Bevestiging bekijken te gaan.

50 Backordered (Estimated Shipment Date: 27 Aug 2023 Estimated Delivery Date: 3 Oct 2023)

Confirm: Backorder: Reject: Details ⓘ

Attachments:

Name	Size (bytes)	Content Type
No items		

Choose File No file chosen Add Attachment

The total size of all attachments cannot exceed 10MB

Confirm All ⓘ

Exit Next

11



Een materiaalinkooporder bijwerken per regelitem

12

De pagina Orderbevestiging bekijken verschijnt. Neem even de tijd om de details van de inkooporder te bekijken. Als alle gegevens juist zijn, klikt u op de knop **Verzenden** om de inkooporder te bevestigen.

Confirming PO

Previous **Submit** Exit

12

1 Update Item Status

2 Review Confirmation

Confirmation #: CONF1234
Supplier Reference:
Est. Shipping Date: 27 Aug 2023

Attachments:

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
10	Test-1178 test item	20 (C62)	3 Oct 2023	150.00 EUR	3,000.00 EUR
Current Order Status: 20 confirmed					
20	Test-1179 test item	50 (C62)	3 Oct 2023	100.00 EUR	5,000.00 EUR
Current Order Status: 50 Backordered (Estimated Shipment Date: 27 Aug 2021; Estimated Delivery Date: 31 Aug 2021)					

Previous **Submit** Exit

13

Je wordt omgeleid naar je inkooporder, waarop nu te zien is dat de bestelling is bevestigd.

Purchase Order: PO00004

13 Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

From: Customer
Energie
Address ID: PO3

To: Testtest - TEST
Langwasserstrasse
90001 Nurnberg
Germany
Phone:
Fax:
Email:

Purchase Order
(Partially Confirmed)
PO00004
Amount: 8,000.00 EUR

Comments
Header level comments like Terms and Conditions etc.

Routing Status: Acknowledged
Related Documents: CONF1234
CONF1234

Contact Information
Requisitioner Address
Requisitioner user name
New Street
London
L12345
United Kingdom
Email: requisitioner@test.com
Address ID: 10000199

Supplier Address
Supplier Company Ltd Bureau
New Street
London
LN155PP
United Kingdom
Address ID: SUP00



Een materiaalinkooporder bijwerken per regelitem

Purchase Order: PO00004 Done

Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼ ↓ 📄 ...

Order Detail Order History

From: Customer Energie Address ID: PO3	To: Testtest - TEST Langwasserstrasse 90001 Nurnberg Germany Phone: Fax: Email:	Purchase Order (Partially Confirmed) PO00004 Amount: 8,000.00 EUR
---	--	--

Comments
Header level comments like Terms and Conditions etc.

Contact Information
Requisitioner Address
Requisitioner user name
New Street
London
L12345
United Kingdom
Email: requisitioner@test.com
Address ID: 10000199

Supplier Address
Supplier Company Ltd Bureau
New Street
London
LN155PP
United Kingdom
Address ID: SUP00

Routing Status: Acknowledged
Related Documents: CONF1234
CONF1234



Opmerking: Alle documenten die zijn aangemaakt op basis van de inkooporder worden weergegeven in het gedeelte Gerelateerde documenten.

Line Items die een actie vereisen (d.w.z. afgewezen) worden teruggestuurd op een nieuwe versie van de inkooporder die door LyondellBasell moet worden gecontroleerd en opnieuw bevestigd.

Bedankt



English



Ariba Network Order Confirmation Job Aid

Published: October 2023
Owner: Source-to-Pay Team



Purpose

The purpose of this job aid is to provide a step-by-step guide regarding how to confirm, reject or update a purchase order by line item in the Ariba Network.



Target Audience

This job aid is for the following roles:

- **LyondellBasell Ariba Network Enabled Suppliers**



Table of Contents

Navigate through the job aid by selecting the appropriate section:

- **[Confirming a Service Purchase Order](#)**
- **[Confirming a Material Purchase Order](#)**
- **[Rejecting a Purchase Order](#)**
- **[Updating a Service Purchase Order by Line Item](#)**
- **[Updating a Material Purchase Order by Line Item](#)**



References

You can view additional information here:

- **[LyondellBasell Supplier Site](#)**



Procure-to-Pay Process: PO Acknowledgement

1

**PO
Acknowledgement**



2

Order Confirmation

3

**Advanced Shipment
Notification**

4

Goods Receipt

5

Invoice

The Ariba Network acknowledges that a Purchase Order is received. Once your electronic order routing is set up, you will automatically be notified via email regarding the Purchase Order.

PO acknowledgment only confirms that you have received the Purchase Order. You will still need to check and verify the Purchase Order details.



Procure-to-Pay Process: Order Confirmation

1

PO
Acknowledgement

2

Order Confirmation



3

Advanced Shipment
Notification

4

Goods Receipt

5

Invoice

Every order, including new versions, must be **confirmed** or **rejected** via the Ariba Network.

Perform one of the following options to respond to an order.

Option 1

Confirm Entire Order



1. Acceptance of Price, Quantity, Item Description, Payment Terms, & Fulfillment
2. Propose Alternative Delivery Date (Optional)

Option 2

Reject Entire Order



1. Select Rejection Code
2. Input Rejection Reason (Comments)

Note: Rejecting the order does not cancel the order

Option 3

Update Line Items



1. Confirm or Reject by Line Level (Above Respective Rules Apply)



Confirming a Service Purchase Order

The following steps are for **LyondellBasell Suppliers**

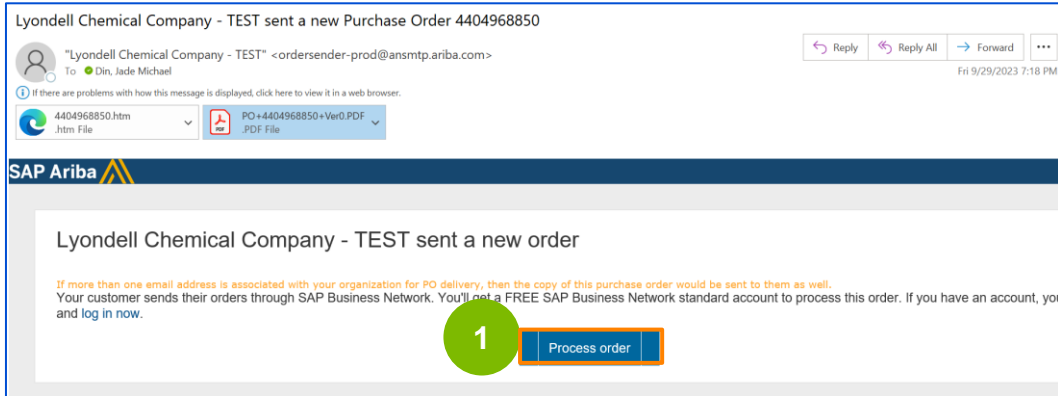
Ariba Network Order Confirmation



Confirming a Service Purchase Order

1

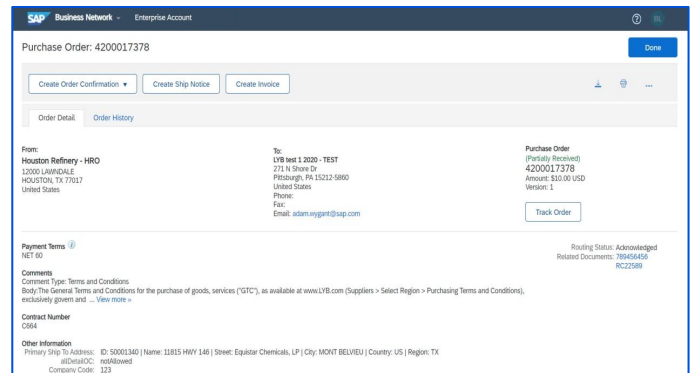
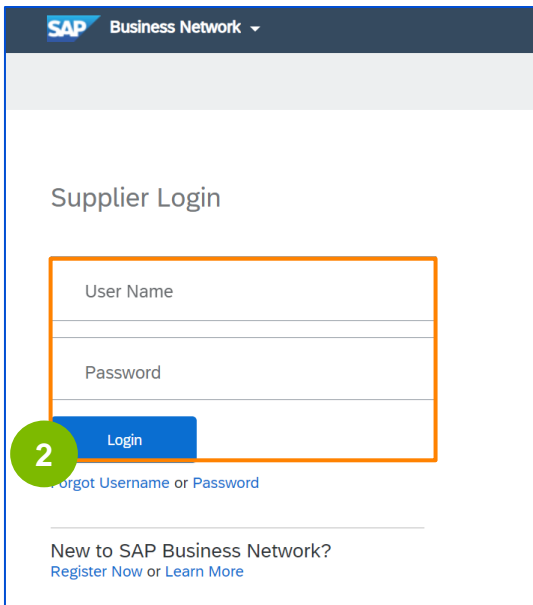
Click the **Process Order** button on the Purchase Order email to access the [Ariba Network](#). You will receive an email for each purchase order; you can learn more about order routing [here](#).



Note: You will not have to carry out this step if you are already logged in to the Ariba Network.

2

Enter your **User Name** and **Password** on the [Ariba Network](#) login page and click **Login**. You will then be redirected to the purchase order.



Ariba Network Order Confirmation



Confirming a Service Purchase Order

Note: You can also view the purchase order by entering the PO Number in the homepage search bar. A list of purchase orders appear, select the desired purchase order to view details.

The screenshot shows the SAP Business Network homepage. At the top, there are navigation tabs: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. Below these is a search bar with the following filters: Orders and Releases, All customers, Exact match, and a search input field containing '4404967917'. Below the search bar, there are two tabs: Overview and Getting started. The main content area displays five summary statistics for the last 31 days: 186 New orders, 821 Orders, 140 Orders to invoice, 229 Invoices, and 39 Items to confirm.

The screenshot shows the 'Purchase Orders' page in SAP Business Network. It features a search filters section with 'Customer' set to 'All Customers' and 'Order Number' set to 'Exact number' with the value '4404967917'. Below the filters, there is a table of purchase orders. The first row is highlighted with an orange box.

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code	Purchasing
Order	4404967917	2	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,570.00 USD	14 Sep 2023	Changed			
Order	4404967917	1	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$3,240.00 USD	14 Sep 2023	Obsolated			
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,600.00 USD	13 Sep 2023	Obsolated			

The screenshot shows the details page for Purchase Order: 4404967917. At the top, there are buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. Below these are tabs for 'Order Detail' and 'Order History'. The main content area is divided into three sections: 'From:', 'To:', and 'Purchase Order'. The 'From:' section contains contact information for Equistar Chemicals LP. The 'To:' section contains contact information for LYB test 1 2020 - TEST. The 'Purchase Order' section contains the order number, amount, and version.

From:
Equistar Chemicals LP
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To:
LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-8880
United States
Phone:
Fax:
Email: adam.wygart@sap.com

Purchase Order
(+ Changed)
4404967917
Amount: \$1,570.00 USD
Amount: \$3,240.00 USD
Version: 2 (Previous Version)

Track Order





Confirming a Service Purchase Order

3

Within the purchase order, Click the **Create Order Confirmations** drop-down button and then select the **Confirm Entire Order** option to create an entire order confirmation.

SAP Business Network Enterprise Account

Purchase Order: 4404968348

3 Create Order Confirmation ▾

- Confirm Entire Order
- Update Line Items
- Reject Entire Order

Create Ship Notice Create Service Sheet Create Invoice

From:
Lyondell Chemical Company
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To:
LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Payment Terms ⓘ
NET 60

4

The Confirming Purchase Order page appears. Enter a unique Confirmation Number in the **Confirmation #** field.

SAP Business Network Enterprise Account

Confirming PO

Exit Next

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 676277

Associated Purchase Order #: 4404968348

Customer: Lyondell Chemical Company - TEST

Supplier Reference: 45676567557

Additional Information

Shipping and Tax Information

Est. Completion Date: 12 Oct 2023

Est. Tax Cost: 15

Comments:



Note: You can confirm an order multiple times. If LyondellBasell sends a newer version of the PO, you will have to reconfirm it. If you wish to add alphabets in the Confirmation # field, it must be in All Caps (Capital Letters)



Confirming a Service Purchase Order

5 Enter the Completion Date in the **Estimated Completion Date** field.

SAP Business Network - Enterprise Account

Confirming PO [Exit] [Next]

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header * Indicates required field

Confirmation #: 676277
Associated Purchase Order #: 4404968348
Customer: Lyondell Chemical Company - TEST
Supplier Reference: 45676567557

Additional Information

Shipping and Tax Information

Est. Completion Date:* 12 Oct 2023 [calendar icon]

Est. Tax Cost: 15

Comments: [text area]

6 If you want to add comments, you can add them in the **Comments** field.

SAP Business Network - Enterprise Account

Confirming PO [Exit] [Next]

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header * Indicates required field

Confirmation #: 676277
Associated Purchase Order #: 4404968348
Customer: Lyondell Chemical Company - TEST
Supplier Reference: 45676567557

Additional Information

Shipping and Tax Information

Est. Completion Date:* 12 Oct 2023 [calendar icon]

Est. Tax Cost: 15

Comments: [text area]



Confirming a Service Purchase Order

7 Click the **Next** button to view the Review Order Confirmation page.

SAP Business Network - Enterprise Account

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 676277
Associated Purchase Order #: 4404968348
Customer: Lyondell Chemical Company - TEST
Supplier Reference: 45676567557

Additional Information

Shipping and Tax Information

Est. Completion Date: 12 Oct 2023
Est. Tax Cost: 15
Comments: Example

Exit Next

8 The Review Order Confirmation page appears. Review the Purchase Order details. If all details are accurate, click **Submit**.

SAP Business Network - Enterprise Account

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: 676277
Supplier Reference: 45676567557
Est. Tax Cost: 15.00 EUR
Comments: Example
Attachments:

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
00001	Not Available TEST SERVICE	Service	1.000 (ZZ)	27 Sep 2023	\$500.00 USD	\$500.00 USD

Current Order Status:
1.000 Confirmed With New Date (Estimated Completion Date: 12 Oct 2023)

Previous Submit Exit

Ariba Network Order Confirmation



Confirming a Service Purchase Order

9

You will be rerouted to your purchase order which will now show that the order is confirmed.

The screenshot displays the SAP Business Network interface for a purchase order. At the top, it shows 'SAP Business Network' and 'Enterprise Account'. The main header indicates 'Purchase Order: 4404968348' with a 'Done' button. Below this are buttons for 'Create Order Confirmation', 'Create Ship Notice', 'Create Service Sheet', and 'Create Invoice'. The 'Order Detail' tab is active. The 'From' section lists 'Lyondell Chemical Company' with address and contact info. The 'To' section lists 'LYB test 1 2020 - TEST' with address and contact info. A green circle with the number '9' highlights a box containing the text: 'Purchase Order (Confirmed) 4404968348 Amount: \$500.00 USD'. The 'Payment Terms' section shows 'NET 60'. The 'Contact Information' section lists 'CINTAS CORP' with address and contact info. The 'Technical Support' section lists 'Therryn Roberson' with email. The 'Routing Status' is 'Acknowledged' with related documents listed.

This screenshot is similar to the one above, showing the same purchase order details. However, the 'Purchase Order (Confirmed) 4404968348 Amount: \$500.00 USD' text is now highlighted with an orange box. Additionally, the 'Routing Status: Acknowledged' section is also highlighted with an orange box, showing related documents: '676277', '42346010', '42346010', and 'More(1) »'.



Note: All documents created based on the purchase order will be displayed in the Related Documents section.



Confirming a Material Purchase Order

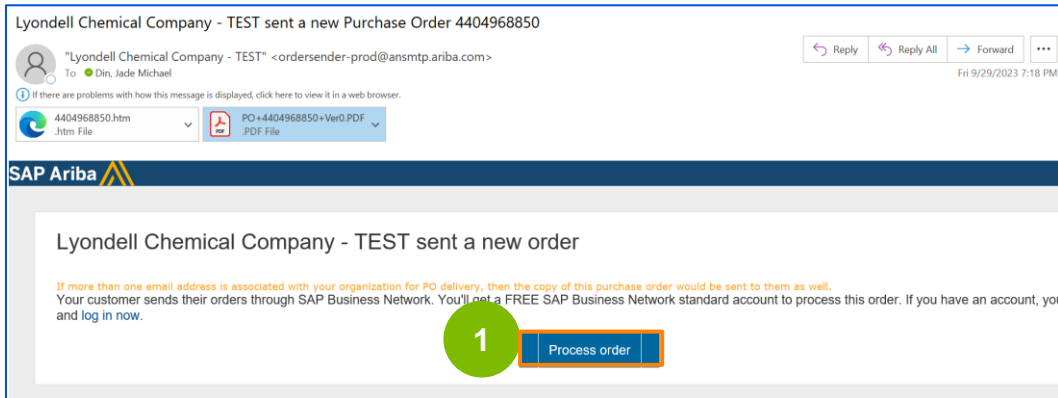
The following steps are for **LyondellBasell Suppliers**



Confirming a Material Purchase Order

1

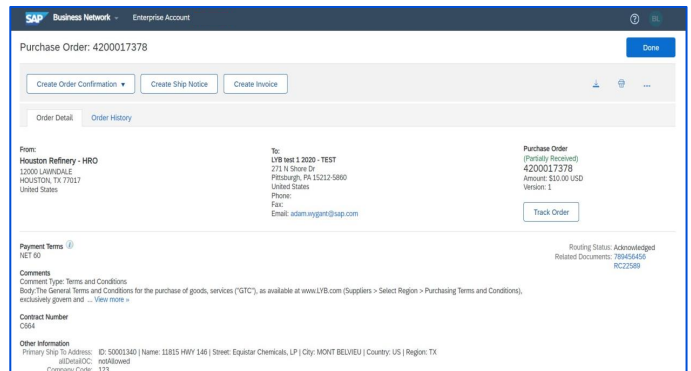
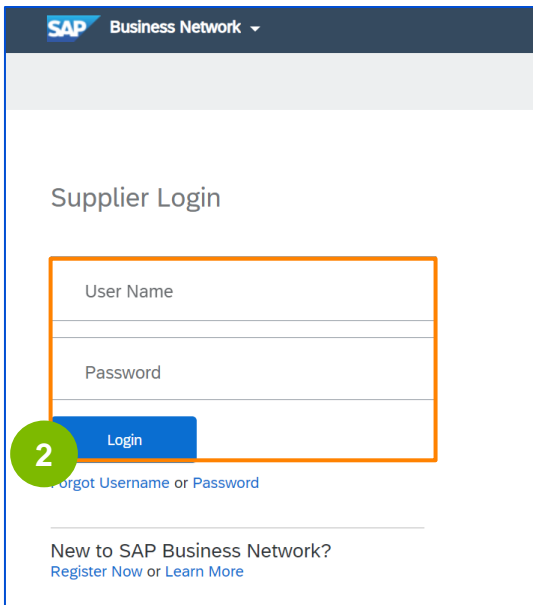
Click the **Process Order** button on the Purchase Order email to access the [Ariba Network](#). You will get an email for each purchase order; you can learn more about order routing [here](#).



Note: You will not have to carry out this step if you are already logged in to the Ariba Network.

2

Enter your **User Name** and **Password** on the [Ariba Network](#) login page and click **Login**. You will then be redirected to the purchase order.



Ariba Network Order Confirmation



Confirming a Material Purchase Order

Note: You can also view the purchase order by entering the PO Number in the homepage search bar. A list of purchase orders appear, select the desired purchase order to view details.

The screenshot shows the SAP Business Network homepage. At the top, there are navigation tabs: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. A search bar is present with the following filters: 'Orders and Releases', 'All customers', and 'Exact match'. The search input field contains the PO number '4404967917'. Below the search bar, there are two tabs: 'Overview' (selected) and 'Getting started'. A summary dashboard displays five key metrics for the last 31 days: 186 New orders, 821 Orders, 140 Orders to invoice, 229 Invoices, and 39 Items to confirm.

The screenshot shows the 'Purchase Orders' page in SAP Business Network. It features a navigation bar with 'Purchase Orders', 'Items to Confirm', 'Items to Ship', and 'Return Items'. A warning message states: 'This page will be replaced with our new Workbench concept soon. Try the new Workbench'. Below this, there are search filters for Customer (set to 'All Customers') and Order Number (set to 'Exact number' with the value '4404967917'). A table lists three purchase orders:

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code	Purchasing C
Order	4404967917	2	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,570.00 USD	14 Sep 2023	Changed			
Order	4404967917	1	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$3,240.00 USD	14 Sep 2023	Obsolated			
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,600.00 USD	13 Sep 2023	Obsolated			

The screenshot shows the details page for Purchase Order: 4404967917. It includes buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. There are tabs for 'Order Detail' and 'Order History'. The page is divided into three columns of information:

- From:** Equistar Chemicals LP, 1221 McKinney, Suite 300, HOUSTON, TX 77010, United States. Phone: , Fax: .
- To:** LYB test 1 2020 - TEST, 271 N Shore Dr, Pittsburgh, PA 15212-0880, United States. Phone: , Fax: , Email: adam.wygart@sap.com
- Purchase Order (+ Changed):** 4404967917, Amount: \$1,570.00 USD, Amount: \$3,240.00 USD, Version: 2 (Previous Version).

A 'Track Order' button is located at the bottom right.





Confirming a Material Purchase Order

3

Within the purchase order, Click the **Create Order Confirmations** drop-down button and then select the **Confirm Entire Order** option to create an entire order confirmation.

SAP Business Network - Enterprise Account

Purchase Order: 4200017378

Create Order Confirmation ▼ Create Ship Notice Create Invoice

3 Confirm Entire Order

Update Line Items History

Reject Entire Order

From: Houston Refinery - HRO
12000 LAWDALE
HOUSTON, TX 77017
United States

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Purchase Order (Partially Received)
4200017378
Amount: \$10.00 USD
Version: 1

Track Order

Payment Terms NET 60

Comments
Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services ("GTC"), as available at www.LYB.com (Suppliers > Select Region > Purchasing Terms and Conditions), exclusively govern and ... View more »

Routing Sheet Related Document

4

The Confirming Purchase Order page appears. Enter a unique Confirmation Number in the **Confirmation #** field.

SAP Business Network - Enterprise Account

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 789456456

Associated Purchase Order #: 4200017378

Customer: Lyondell Chemical Company - TEST

Supplier Reference:

Additional Information



Note: You can confirm an order multiple times. If LyondellBasell sends a newer version of the PO, you will have to reconfirm it.

If you wish to add alphabets in the Confirmation # field, it must be in All Caps (Capital Letters)



Confirming a Material Purchase Order

5 Enter the Shipping Date in the **Estimated Shipping Date** field.

SAP Business Network - Enterprise Account

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 789456456

Associated Purchase Order #: 4200017378

Customer: Lyondell Chemical Company - TEST

Supplier Reference:

Additional Information

Shipping and Tax Information

Est. Shipping Date:* 4 Oct 2023

Est. Shipping Cost:

Est. Delivery Date:* 11 Oct 2023

Est. Tax Cost:

Comments:

6 Enter the Delivery Date in the **Estimated Delivery Date** field. Add additional comments, if needed, in the **Comments** field.

SAP Business Network - Enterprise Account

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 789456456

Associated Purchase Order #: 4200017378

Customer: Lyondell Chemical Company - TEST

Supplier Reference:

Additional Information

Shipping and Tax Information

Est. Shipping Date:* 4 Oct 2023

Est. Shipping Cost:

Est. Delivery Date:* 11 Oct 2023

Est. Tax Cost:

Comments: Example



Note: LyondellBasell will be notified if you confirm an alternate delivery date.



Confirming a Material Purchase Order

7 Click the **Next** button to view the Review Order Confirmation page.

SAP Business Network - Enterprise Account

Confirming PO

Exit Next

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 789456456

Associated Purchase Order #: 4200017378

Customer: Lyondell Chemical Company - TEST

Supplier Reference:

Additional Information

Shipping and Tax Information

Est. Shipping Date: 4 Oct 2023

Est. Shipping Cost:

Est. Delivery Date: 11 Oct 2023

Est. Tax Cost:

Comments: Example

8 The Review Order Confirmation page appears, take some time to review PO details. If all details are accurate, click the **Submit** button to confirm the Purchase Order.

SAP Business Network - Enterprise Account

Confirming PO

Previous Submit Exit

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: 789456456

Supplier Reference:

Comments: Example

Attachments:

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
1	Services Software	Material	10 (EA)	30 Sep 2023	\$1.00 USD	\$10.00 USD

Current Order Status:
10 Confirmed With New Date (Estimated Shipment Date: 4 Oct 2023; Estimated Delivery Date: 11 Oct 2023)

Previous Submit Exit



Confirming a Material Purchase Order

9

You will be rerouted to your purchase order which will now show that the order is confirmed.

Purchase Order: 4200017378

From: Houston Refinery - HRO
12000 LAWNDALE
HOUSTON, TX 77017
United States

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

9 Purchase Order (Confirmed)
4200017378
Amount: \$10.00 USD
Version: 1

Track Order

Payment Terms: NET 60

Comments: Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services ("GTC"), as available at www.LYB.com (Suppliers > Select Region > Purchasing Terms and Conditions), exclusively govern and ... View more >

Contract Number: C664

Other Information: Primary Ship To Address: ID: 50001340 | Name: 11815 HWY 146 | Street: Equistar Chemicals, LP | City: MONT BELVIEU | Country: US | Region: TX
allDetailOC: notAllowed
Company Code: 123

Routing Status: Acknowledged
Related Documents: 789456456
RC22589

Purchase Order: 4200017378

From: Houston Refinery - HRO
12000 LAWNDALE
HOUSTON, TX 77017
United States

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Purchase Order (Confirmed)
4200017378
Amount: \$10.00 USD
Version: 1

Track Order

Payment Terms: NET 60

Comments: Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services ("GTC"), as available at www.LYB.com (Suppliers > Select Region > Purchasing Terms and Conditions), exclusively govern and ... View more >

Contract Number: C664

Other Information: Primary Ship To Address: ID: 50001340 | Name: 11815 HWY 146 | Street: Equistar Chemicals, LP | City: MONT BELVIEU | Country: US | Region: TX
allDetailOC: notAllowed
Company Code: 123

Routing Status: Acknowledged
Related Documents: 789456456
RC22589



Note: All documents created based on the purchase order will be displayed in the Related Documents section.



Rejecting the Purchase Order

The following steps are for **LyondellBasell Suppliers**

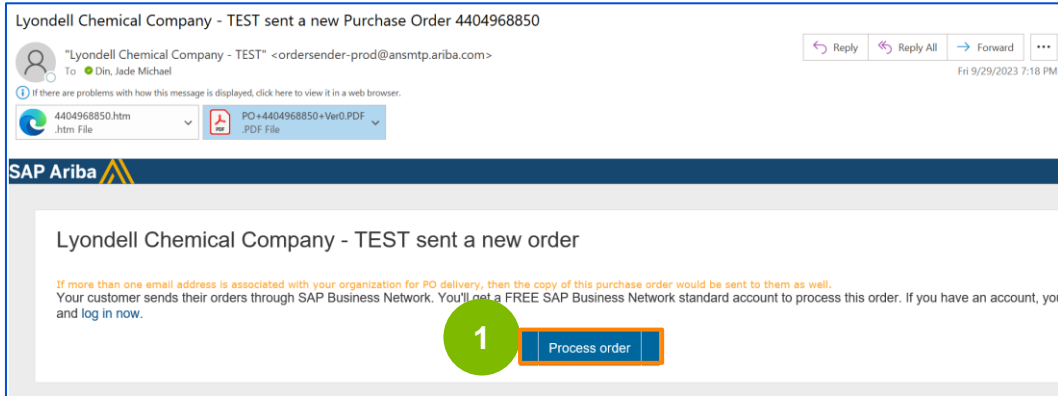
Ariba Network Order Confirmation



Rejecting a Material or Service Purchase Order

1

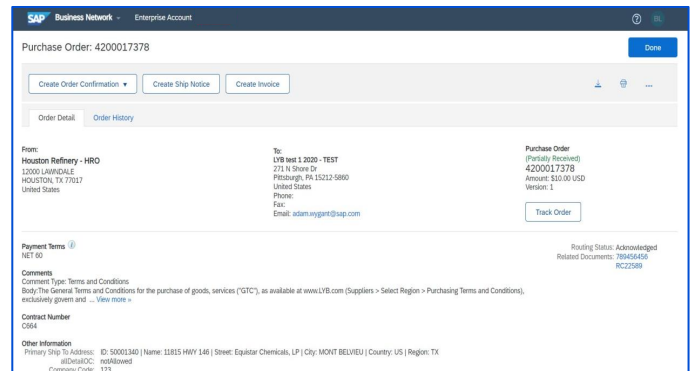
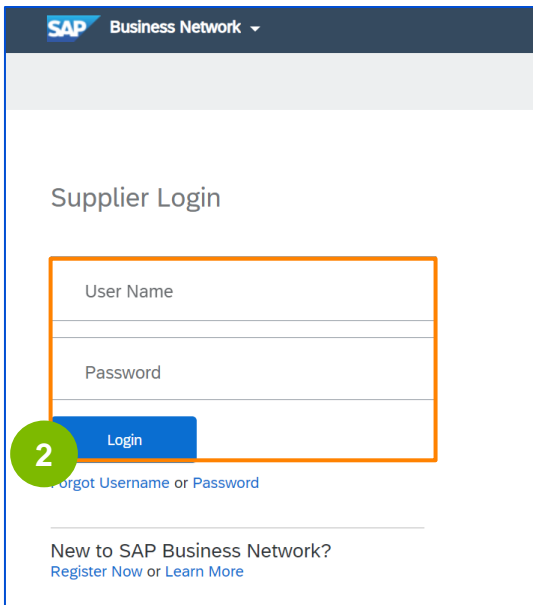
Click the **Process Order** button on the Purchase Order email to access the [Ariba Network](#). You will get an email for each purchase order; you can learn more about order routing [here](#).



Note: You will not have to carry out this step if you are already logged in to the Ariba Network.

2

Enter your **User Name** and **Password** on the [Ariba Network](#) login page and click **Login**. You will then be redirected to the purchase order.





Rejecting a Material or Service Purchase Order

Note: You can also view the purchase order by entering the PO Number in the homepage search bar. A list of purchase orders appear, select the desired purchase order to view details.

SAP Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs More

Orders and Releases All customers Exact match 4404967917

Overview Getting started

186	821	140	229	39
New orders	Orders	Orders to invoice	Invoices	Items to confirm
Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days

SAP Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs More

Purchase Orders

Purchase Orders Items to Confirm Items to Ship Return Items

This page will be replaced with our new Workbench concept soon. Try the new Workbench

Search Filters

Customer: All Customers

Order Number: Partial number Exact number

4404967917

Purchase Orders (3)

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code	Purchasing C
Order	4404967917	2	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,570.00 USD	14 Sep 2023	Changed			
Order	4404967917	1	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$3,240.00 USD	14 Sep 2023	Obsolated			
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,600.00 USD	13 Sep 2023	Obsolated			

SAP Business Network Enterprise Account

Purchase Order: 4404967917

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

From: Equistar Chemicals LP
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-0880
United States
Phone:
Fax:
Email: adam.wygart@sap.com

Purchase Order (+ Changed)
4404967917
Amount: \$1,570.00 USD
Amount: \$3,240.00 USD
Version: 2 (Previous Version)

Track Order





Rejecting a Material or Service Purchase Order

3

Within the purchase order, Click the **Create Order Confirmations** drop-down button and then select the **Reject Entire Order** option to reject the entire order.



Note: Rejecting an order does not necessarily cancel the order, it can also be used to request changes in the order (i.e., price change, quantity change, etc.)

The screenshot displays the SAP Business Network interface for a purchase order. At the top, it shows 'SAP Business Network' and 'Enterprise Account'. The main heading is 'Purchase Order: 4200017521'. Below this, there are three buttons: 'Create Order Confirmation' (highlighted with a green circle and the number '3'), 'Create Ship Notice', and 'Create Invoice'. The 'Create Order Confirmation' dropdown menu is open, showing three options: 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order' (highlighted with an orange box). Below the buttons, the 'From' and 'To' information is displayed. The 'From' information is for 'Houston Refinery - HRO' in Houston, TX. The 'To' information is for 'LYB test 1 2020 - TEST' in Pittsburgh, PA. To the right, the 'Purchase Order (New)' details are shown: '4200017521', 'Amount: \$1.00 USD', and 'Version: 1'. A 'Track Order' button is located at the bottom right. Below the main information, there are sections for 'Payment Terms' (NET 60), 'Comments' (The General Terms and Conditions for the purchase of goods, services ("GTC"), as available at www.LYB.com), and 'Contract Number' (C664).



Note: The process to reject a purchase order is the same for Material and Service Orders.



Rejecting a Material or Service Purchase Order

6

Please be descriptive regarding the changes in the **Comments** field, LyondellBasell will be notified and will take necessary actions based on the comments..

SAP Business Network Enterprise Account

Purchase Order: 4200017521

Create Order Confirmation Create Ship Notice

Order Detail Order History

From:
Houston Refinery - HRO
12000 LAWNSDALE
HOUSTON, TX 77017
United States

Payment Terms
NET 60

Comments
Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services, and materials, which are subject to the terms and conditions of the contract, and are not to be used for any other purpose.

Contract Number
C664

Other Information
Primary Ship To Address: ID: | Name: | Street: | City: | Country: | Region:
allDetailOC: notAllowed
Company Code: 123

Purchase Order (New)
4200017521
Amount: \$1.00 USD
Version: 1

Track Order

REJECT ENTIRE ORDER

Order Confirmation Number:
Confirmation #: 879846546

Rejection Reason: Not our Product Line

Comments: Product not available.

Reject Order Cancel

7

Click the **Reject Order** button to reject the order

SAP Business Network Enterprise Account

Purchase Order: 4200017521

Create Order Confirmation Create Ship Notice

Order Detail Order History

From:
Houston Refinery - HRO
12000 LAWNSDALE
HOUSTON, TX 77017
United States

Payment Terms
NET 60

Comments
Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services, and materials, which are subject to the terms and conditions of the contract, and are not to be used for any other purpose.

Contract Number
C664

Other Information
Primary Ship To Address: ID: | Name: | Street: | City: | Country: | Region:
allDetailOC: notAllowed
Company Code: 123

Purchase Order (New)
4200017521
Amount: \$1.00 USD
Version: 1

Track Order

REJECT ENTIRE ORDER

Order Confirmation Number:
Confirmation #: 879846546

Rejection Reason: Not our Product Line

Comments: Product not available.

Reject Order Cancel



Rejecting a Material or Service Purchase Order

8

You will be rerouted to your purchase order. The status of your purchase order will now say **Rejected** and LyondellBasell will be automatically notified to perform the change.

Purchase Order: 4200017521

Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

From: Houston Refinery - HRO
12000 LAWINDALE
HOUSTON, TX 77017
United States

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Purchase Order (Rejected)
4200017521
Amount: \$1.00 USD
Version: 1

Track Order

Payment Terms NET 60

Routing Status: Acknowledged
Related Documents: 879846546

Comments
Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services ("GTC"), as available at www.LYB.com (Suppliers > Select Region > Purchasing Terms and Conditions), exclusively govern and ... View more »



Note: The LyondellBasell buyer will send a revised purchase order for your review and confirmation of the newest version.

Purchase Order: 4200017521

Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

From: Houston Refinery - HRO
12000 LAWINDALE
HOUSTON, TX 77017
United States

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Purchase Order (Rejected)
4200017521
Amount: \$1.00 USD
Version: 1

Track Order

Payment Terms NET 60

Routing Status: Acknowledged
Related Documents: 879846546

Comments
Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services ("GTC"), as available at www.LYB.com (Suppliers > Select Region > Purchasing Terms and Conditions), exclusively govern and ... View more »



Note: All documents created based on the purchase order will be displayed in the Related Documents section.



Updating a Service Purchase Order by Line Item

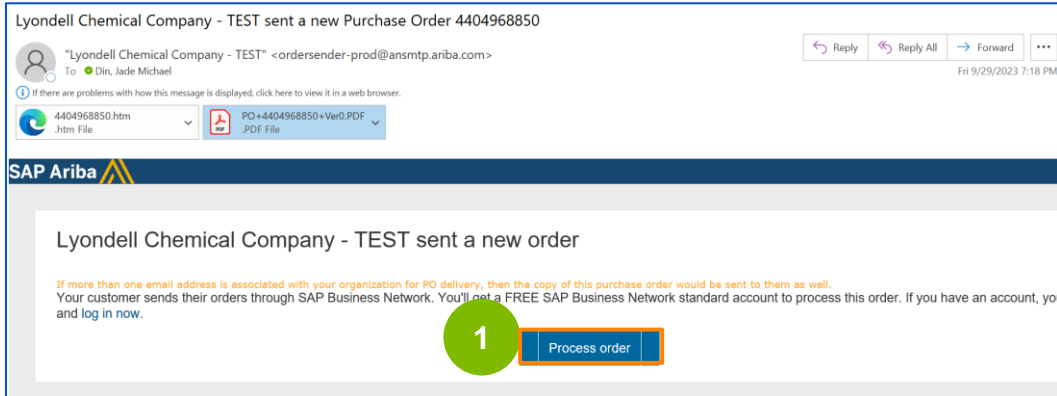
The following steps are for **LyondellBasell Suppliers**



Updating a Service Purchase Order by Line Items

1

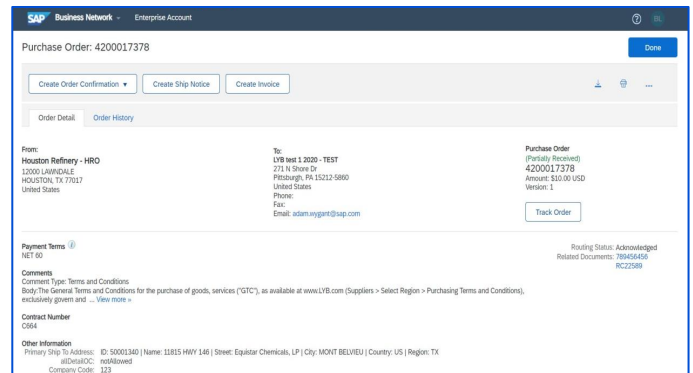
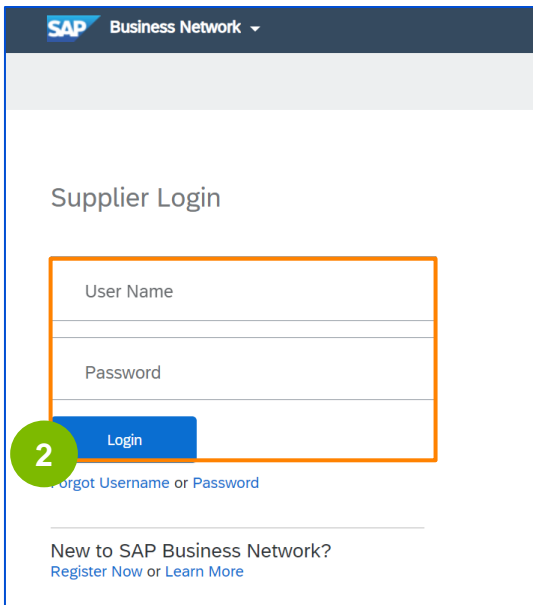
Click the **Process Order** button on the Purchase Order email to access the [Ariba Network](#). You will get an email for each purchase order; you can learn more about order routing [here](#).



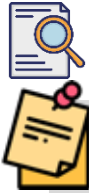
Note: You will not have to carry out this step if you are already logged in to the Ariba Network.

2

Enter your **User Name** and **Password** on the [Ariba Network](#) login page and click **Login**. You will then be redirected to the purchase order.



Ariba Network Order Confirmation



Updating a Service Purchase Order by Line Items

Note: You can also view the purchase order by entering the PO Number in the homepage search bar. A list of purchase orders appear, select the desired purchase order to view details.

The screenshot shows the SAP Business Network homepage. At the top, there are navigation tabs: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. Below these is a search bar with the following filters: 'Orders and Releases', 'All customers', 'Exact match', and a search input field containing '4404967917'. Below the search bar, there are two tabs: 'Overview' and 'Getting started'. The main content area displays five summary statistics for the last 31 days: 186 New orders, 821 Orders, 140 Orders to invoice, 229 Invoices, and 39 Items to confirm.

The screenshot shows the 'Purchase Orders' page in SAP Business Network. It features a search filter section with 'Customer' set to 'All Customers' and 'Order Number' set to 'Exact number' with the value '4404967917'. Below the search filters, there is a table titled 'Purchase Orders (3)'. The table has columns for Type, Order Number, Ver, Customer, Inquiries, Ship To Address, Ordering Address, Amount, Date, Order Status, External Document Type, Company Code, and Purchasing Group. Three orders are listed, with the first one highlighted by an orange box.

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code	Purchasing Group
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,570.00 USD	14 Sep 2023	Changed			
Order	4404967917	1	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$3,240.00 USD	14 Sep 2023	Obsolated			
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,600.00 USD	13 Sep 2023	Obsolated			

The screenshot shows the details page for Purchase Order: 4404967917. At the top, there are buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. Below these are tabs for 'Order Detail' and 'Order History'. The main content area is divided into three sections: 'From:', 'To:', and 'Purchase Order'. The 'From:' section contains contact information for Equistar Chemicals LP. The 'To:' section contains contact information for LYB test 1 2020 - TEST. The 'Purchase Order' section contains details about the order, including the order number, amount, and version.

From:
Equislar Chemicals LP
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To:
LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-0880
United States
Phone:
Fax:
Email: adam.wygart@sap.com

Purchase Order
(+ Changed)
4404967917
Amount: \$1,570.00 USD
Amount: \$3,240.00 USD
Version: 2 (Previous Version)

Track Order





Updating a Service Purchase Order by Line Items

3

Within the purchase order, Click the **Create Order Confirmations** drop-down button and then select the **Update Line Items** option to update the purchase order by line.

Purchase Order: 4404968770

3 Create Order Confirmation ▼ Create Ship Notice Create Service Sheet Create Invoice

Confirm Entire Order
Update Line Items history
Reject Entire Order

From: Houston Refining LP
1221 McKinney, Suite 700
HOUSTON, TX 77010
United States
Phone:
Fax:

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Purchase Order (New)
4404968770
Amount: \$100.00 USD

Payment Terms ⓘ
NET 60

Contact Information
Supplier Address
CINTAS CORP
PO BOX 630803
CINCINNATI, OH 45263-0803

Technical Support
Dennis Thomas
Email: DENNIS.THOMAS@LYONDELLBASELL.COM



Note: In the Update Line Items field, you can partially confirm, backorder, or reject line items.



Updating a Service Purchase Order by Line Items

- 4 The Confirming Purchase Order page appears. Enter the Confirmation Number in the **Confirmation #** field.

Confirming PO

Exit Next

1 Update Item Status 2 Review Confirmation

Order Confirmation Header * Indicates required field

Confirmation #: 6564732

Associated Purchase Order #: 4404968770

Customer: Lyondell Chemical Company - TEST

Supplier Reference:

Additional Information

Shipping and Tax Information

Enter tax information at the line item level.

Est. Completion Date: Est. Tax Cost:

Comments:



Note: If you wish to add alphabets in the Confirmation # field, it must be in All Caps (Capital Letters)

- 5 Enter the Completion Date in the **Estimated Completion Date** field.

SAP Business Network Enterprise Account

Confirming PO

Exit Next

1 Update Item Status 2 Review Confirmation

Order Confirmation Header * Indicates required field

Confirmation #: 6564732

Associated Purchase Order #: 4404968770

Customer: Lyondell Chemical Company - TEST

Supplier Reference:

Additional Information

Shipping and Tax Information

Enter tax information at the line item level.

Est. Completion Date: 19 Oct 2023 Est. Tax Cost:

Comments:



Updating a Service Purchase Order by Line Items

6

Scroll down to the Line Items section and update Confirm or Reject fields. Click the **Details** button to update the line-item details for the Confirm field.

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal
00001	Not Available TEST SERVICE		Service		3 Oct 2023		\$100.00 USD
<input checked="" type="radio"/> Confirm <input type="radio"/> Reject - Please specify a reason: <input type="text" value="Please Select"/>							
<input type="button" value="Details"/> (Estimated Completion Date: 19 Oct 2023)							
00001.unknown	Not Available SERVIZI PER COSTI DI STRUMENTAZ. (L680)	IS113000100	Service	1.000 (Z1J)		\$100.00 USD	\$100.00 USD
Attachments: Name Size (bytes) Content Type No items							
<input type="button" value="Choose File"/> No file chosen <input type="button" value="Add Attachment"/>							
The total size of all attachments cannot exceed 10MB							
<input type="button" value="Confirm All"/> ⓘ							

7

The Details page appears, you can view or make modifications to the line item here. For example, you can update the Completion Date and add comments. Click **OK** to confirm your selections and proceed.

SAP Business Network - Enterprise Account

Line No.	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
00001	Not Available TEST SERVICE	1.000	ZZ	3 Oct 2023		\$100.00 USD	\$100.00 USD
New Order Status: 1.000 Confirmed							
Est. Completion Date: 19 Oct 2023							
Comments: Example							



Updating a Service Purchase Order by Line Items

8

If you want to reject a line item, you must select a reason for rejection and add comments if necessary.

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal						
00001	Not Available TEST SERVICE		Service		3 Oct 2023		\$100.00 USD						
<input type="radio"/> Confirm <input type="button" value="Details"/> (Comments: Example; Estimated Completion Date: 19 Oct 2023)													
<input checked="" type="radio"/> Reject - Please specify a reason: Unable to Supply Item <input type="text" value="Unable to Supply Item"/>													
00001.unknown	Not Available SERVIZI PER COSTI DI STRUMENTAZ. (L680)	I5113000100	Service	1.000 (Z1J)		\$100.00 USD	\$100.00 USD						
Attachments:													
<table border="1"><thead><tr><th>Name</th><th>Size (bytes)</th><th>Content Type</th></tr></thead><tbody><tr><td colspan="3">No Items</td></tr></tbody></table>								Name	Size (bytes)	Content Type	No Items		
Name	Size (bytes)	Content Type											
No Items													
<input type="button" value="Choose File"/> No file chosen <input type="button" value="Add Attachment"/>													
<small>The total size of all attachments cannot exceed 10MB</small>													
<input type="button" value="Confirm All"/> ⓘ													

9

Click the **Next** button to go to the Review Confirmation page.

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal						
00001	Not Available TEST SERVICE		Service		3 Oct 2023		\$100.00 USD						
<input type="radio"/> Confirm <input type="button" value="Details"/>													
<input checked="" type="radio"/> Reject - Please specify a reason: Unable to Supply Item <input type="text" value="Unable to Supply Item"/>													
00001.unknown	Not Available SERVIZI PER COSTI DI STRUMENTAZ. (L680)	I5113000100	Service	1.000 (Z1J)		\$100.00 USD	\$100.00 USD						
Attachments:													
<table border="1"><thead><tr><th>Name</th><th>Size (bytes)</th><th>Content Type</th></tr></thead><tbody><tr><td colspan="3">No Items</td></tr></tbody></table>								Name	Size (bytes)	Content Type	No Items		
Name	Size (bytes)	Content Type											
No Items													
<input type="button" value="Choose File"/> No file chosen <input type="button" value="Add Attachment"/>													
<small>The total size of all attachments cannot exceed 10MB</small>													
<input type="button" value="Confirm All"/> ⓘ													
<input type="button" value="Exit"/> <input checked="" type="button" value="Next"/>													

9



Updating a Service Purchase Order by Line Items

10

The Review Order Confirmation page appears, take some time to review Purchase Order details. If all details are accurate, click the **Submit** button to confirm the Purchase Order.

Confirming PO

Confirmation #: 6564732
Supplier Reference: 6564732
Est. Completion Date: 19 Oct 2023

Attachments:

Line Items

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal
00001	Not Available TEST SERVICE		Service		3 Oct 2023		\$100.00 USD
Current Order Status: 1.000 Rejected (Rejection Reason: Unable to Supply Item; Comments: Unable to supply item)							
00001 unknown	Not Available	IS113000100	Service	1.000 (2LJ)		\$100.00 USD	\$100.00 USD
SERVIZI PER COSTI DI STRUMENTAZ. (L.680)							

Submit

11

You will be rerouted to your purchase order which will now show that the order is confirmed.

Purchase Order: 4404968770

Create Order Confirmation | Create Ship Notice | Create Service Sheet | Create Invoice

Order Detail | Order History

From: Houston Refining LP
1221 McKinney, Suite 700
HOUSTON, TX 77010
United States
Phone: +1 281-374-5800
Fax:

To: LYB test 1.2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.vygent@sap.com

Payment Terms: NET 60

Contact Information
Supplier Address
CINTAS CORP
PO BOX 630603
CINCINNATI, OH 45263-0803
United States
Email: kltinell72@cintas.com
Phone: +1 513-973-314-5800
Fax: +1 800-768-4367
Purchasing Agent
ARIBA CONTRCT ITEM
Email: lychemp@ariba.com
Phone: +1 ARIBA ITEMS

Technical Support
Dennis Thomas
Email: DENNIS.THOMAS@LYONDELLBASELL.COM

Routing Status: Acknowledged
Related Documents: 6564732
6564732

Purchase Order (Confirmed): 4404968770
Amount: \$100.00 USD



Updating a Service Purchase Order by Line Items

- 12 You will be rerouted to your purchase order which will now show that the order is confirmed.

Purchase Order: 4404968770

Create Order Confirmation | Create Ship Notice | Create Service Sheet | Create Invoice

Order Details | Order History

From: Houston Refining LP
1221 McKinney, Suite 700
HOUSTON, TX 77010
United States
Phone:
Fax:

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.vygart@sap.com

Purchase Order (Confirmed)
4404968770
Amount: \$100.00 USD

12

Routing Status: Acknowledged
Related Documents: 6564732
6564732

Payment Terms: NET 60

Contact Information
Supplier Address
CINTAS CORP
PO BOX 639803
CINCINNATI, OH 45263-0803
United States
Email: MitchellT@cintas.com
Phone: + (1) 513-734-5900
Fax: + (1) 603-788-4397
Purchasing Agent
ARIBA CONTRACT ITEM
Email: lycintempurchase@lyondellbasell.com
Phone: + (1) ARIBA ITEMS

Technical Support
Dennis Thomas
Email: DENNIS.THOMAS@LYONDELLBASELL.COM



Note: All documents created based on the purchase order will be displayed in the Related Documents section.

Any Line Items that require an action (i.e., rejected) will be sent back on a new version of the purchase order which will need to be reviewed and reconfirmed.



Updating a Material Purchase Order by Line Item

The following steps are for **LyondellBasell Suppliers**

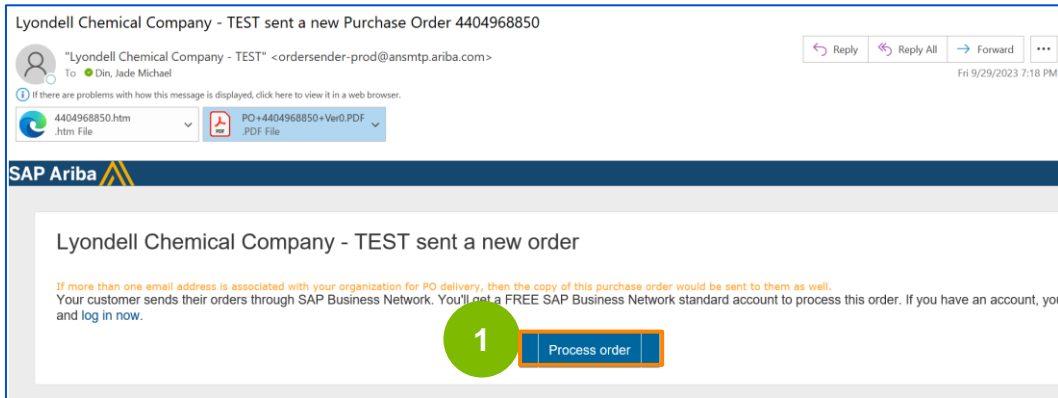
Ariba Network Order Confirmation



Updating a Material Purchase Order by Line Items

1

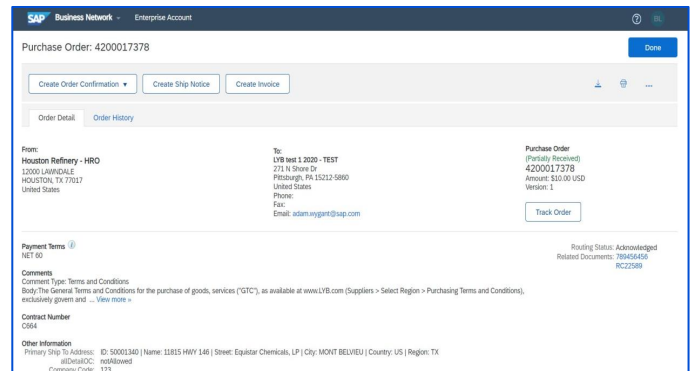
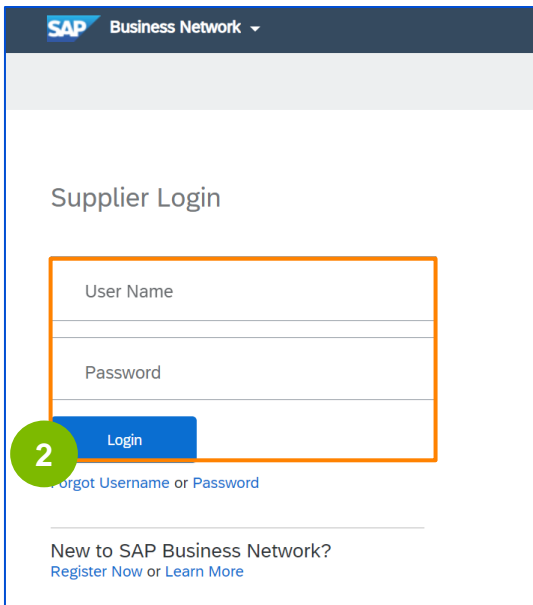
Click the **Process Order** button on the Purchase Order email to access the [Ariba Network](#). You will get an email for each purchase order; you can learn more about order routing [here](#).



Note: You will not have to carry out this step if you are already logged in to the Ariba Network.

2

Enter your **User Name** and **Password** on the [Ariba Network](#) login page and click **Login**. You will then be redirected to the purchase order.





Updating a Material Purchase Order by Line Items

Note: You can also view the purchase order by entering the PO Number in the homepage search bar. A list of purchase orders appear, select the desired purchase order to view details.

Search Filters: Orders and Releases, All customers, Exact match, 4404967917

Metric	Value	Time Period
New orders	186	Last 31 days
Orders	821	Last 31 days
Orders to invoice	140	Last 31 days
Invoices	229	Last 31 days
Items to confirm	39	Last 31 days

Purchase Orders

Search Filters: Customer: All Customers, Order Number: 4404967917 (Exact number)

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code	Purchasing C
Order	4404967917	2	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,570.00 USD	14 Sep 2023	Changed			
Order	4404967917	1	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$3,240.00 USD	14 Sep 2023	Obsolated			
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,600.00 USD	13 Sep 2023	Obsolated			

Purchase Order: 4404967917

Buttons: Create Order Confirmation, Create Ship Notice, Create Invoice

Order Detail | Order History

From: Equistar Chemicals LP 1221 McKinney, Suite 300 HOUSTON, TX 77010 United States Phone: Fax:	To: LYB test 1 2020 - TEST 271 N Shore Dr Pittsburgh, PA 15212-0880 United States Phone: Fax: Email: adam.wygart@sap.com	Purchase Order (+ Changed) 4404967917 Amount: \$1,570.00 USD Amount: \$3,240.00 USD Version: 2 (Previous Version)
---	--	---

Track Order





Updating a Material Purchase Order by Line Items

3

Within the purchase order, Click the **Create Order Confirmations** drop-down button and then select the **Update Line Items** option to update the purchase order by line.

Purchase Order: 4404969251

Create Order Confirmation (dropdown menu):

- Confirm Entire Order
- Update Line Items** (selected)
- Reject Entire Order

Other buttons: Create Ship Notice, Create Service Sheet, Create Invoice

From:
Lyondell Chemical Company
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To:
LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Payment Terms (i)
NET 60

Contact Information
Supplier Address
EXAMPLE SUPPLIER
1221 MCKINNEY STRET
HOUSTON, TX 77010
United States
Email: example@lyondellbasell.com
Phone: + () 1 1234567890
Fax: + () 800-786-4367
Purchasing Agent
BRITTANY VANRIGHT
Email: brittany.vanright@lyondellbasell.com
Phone: + () 281 452 8783

Technical Support
Therryn Roberson
Email: THERRYN.ROBERSON@LYONDELLBASELL.COM

Other Information
PurchaseOrg: OPER

Attachments
PO 4404969251 Ver0.PDF (application/pdf, charset=UTF-8)



Note: Utilize the Update Line Items field when you are reviewing purchase orders with multiple line items that you would like to confirm, reject, or update.



Updating a Material Purchase Order by Line Items

4

The Confirming Purchase Order page appears. Enter the Confirmation Number in the **Confirmation #** field.

The screenshot shows the 'Confirming PO' page. On the left, there are two steps: '1 Update Item Status' and '2 Review Confirmation'. The main area is titled 'Order Confirmation Header' and contains the following fields: 'Confirmation #' (highlighted with a blue circle and the number 4, containing 'CONF1234'), 'Associated Purchase Order #' (PO00004), 'Customer' (Ben's Company - TEST), and 'Supplier Reference'. Below this is the 'Shipping and Tax Information' section, which includes a checkbox for 'Enter shipping and tax information at the line item level.', 'Est. Shipping Date' (27 Aug 2023), 'Est. Shipping Cost', 'Est. Delivery Date', and 'Est. Tax Cost'. There is also a 'Comments' field.



Note: If you wish to add alphabets in the Confirmation # field, it must be in All Caps (Capital Letters)

5

Enter the Shipping Date in the **Estimated Shipping Date** field.

The screenshot shows the 'Confirming PO' page, similar to the previous one. The 'Est. Shipping Date' field is now highlighted with an orange box and the number 5. The 'Confirmation #' field still contains 'CONF1234'. The 'Shipping and Tax Information' section is visible, including the checkbox for 'Enter shipping and tax information at the line item level.', 'Est. Shipping Date' (27 Aug 2023), 'Est. Shipping Cost', 'Est. Delivery Date', and 'Est. Tax Cost'. There is also a 'Comments' field.



Updating a Purchase Order by Line Items

6

Enter the Delivery Date in the **Estimated Delivery Date** field. Add additional comments, if needed, in the **Comments** field.

Confirming PO

Exit Next

1 Update Item Status

2 Review Confirmation

Order Confirmation Header

* Indicates required field

Confirmation #: CONF1234

Associated Purchase Order #: PO00004

Customer: Ben's Company - TEST

Supplier Reference:

Shipping and Tax Information

Enter shipping and tax information at the line item level.

Est. Shipping Date: 27 Aug 2023

Est. Shipping Cost:

Est. Delivery Date: 3 Oct 2023

Est. Tax Cost:

Comments:

7

Scroll down to the Line Items section and update Confirm, Backorder, or Reject fields. For example, 20 quantity has been added in the Confirm field. Click the **Details** button to view the line-item details.

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
10	Test-1178 test item	20 (C62)	3 Oct 2023	150.00 EUR	3,000.00 EUR
20	Test-1179 test item	50 (C62)	1 Oct 2021	100.00 EUR	5,000.00 EUR

Current Order Status

20 Unconfirmed

Confirm: 20

Backorder:

Reject:

Details

Attachments:

Name	Size (bytes)	Content Type
No items		

Choose File No file chosen

Add Attachment

The total size of all attachments cannot exceed 10MB



Note: If you want to reject a line item, you must select a reason for rejection and add descriptive comments.



Updating a Material Purchase Order by Line Items

8

The line-item details appears with the updated details. Enter the Shipping Date in the **Estimated Shipping Date** field. You can also add additional details such as Unit Price, Supplier Part, or additional comments.

OK Cancel

Item	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
10	Test-1178 test item	20	C62	3 Oct 2023		150.00 EUR	3,000.00 EUR

New Order Status: 20 Confirmed

8 Est. Shipping Date: 27 Aug 2023

Est. Delivery Date: 3 Oct 2023

Unit Price: 150.00 EUR

Supplier Part: Test-1178

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Supplier Batch ID:

Comments:

Description: test item



Note: This screen will be different if you want to add backorder or reject the order.

9

Enter the Delivery Date in the **Estimated Delivery Date** field and Click the **OK** button to confirm the details and go back to the Purchase Order page.

OK Cancel

Item	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
10	Test-1178 test item	20	C62	3 Oct 2023		150.00 EUR	3,000.00 EUR

New Order Status: 20 Confirmed

Est. Shipping Date: 27 Aug 2023

9 Est. Delivery Date: 3 Oct 2023

Unit Price: 150.00 EUR

Supplier Part: Test-1178

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Supplier Batch ID:

Comments:

Description: test item



Updating a Material Purchase Order by Line Items

10

Optional: You can add attachments at the Header level or Line level. Click the **Choose File** button to add an attachment.

Choose File No file chosen Add Attachment

The total size of all attachments cannot exceed 10MB

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price
10	Test-1178 test item	20 (C62)	3 Oct 2023	150.00 EUR

Current Order Status

20 confirmed

Confirm: Backorder: Reject:

Attachments:

Name	Size (bytes)	Content Type
No items		

Choose File No file chosen Add Attachment



Note: The attachments are only for repository purposes and are not sent to the buyers.

11

Click the **Next** button to go to the Review Confirmation page.

50 Backordered (Estimated Shipment Date 27 Aug 2023 Estimated Delivery Date: 3 Oct 2023)

Confirm: Backorder: Reject: Details ⓘ

Attachments:

Name	Size (bytes)	Content Type
No items		

Choose File No file chosen Add Attachment

The total size of all attachments cannot exceed 10MB

Confirm All ⓘ

Exit Next

11



Updating a Material Purchase Order by Line Items

12

The Review Order Confirmation page appears, take some time to review Purchase Order details. If all details are accurate, click the **Submit** button to confirm the Purchase Order.

Confirming PO

Previous **Submit** Exit

12

1 Update Item Status

2 Review Confirmation

Confirmation #: CONF1234
Supplier Reference:
Est. Shipping Date: 27 Aug 2023

Attachments:

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
10	Test-1178 test item	20 (C62)	3 Oct 2023	150.00 EUR	3,000.00 EUR
Current Order Status: 20 confirmed					
20	Test-1179 test item	50 (C62)	3 Oct 2023	100.00 EUR	5,000.00 EUR
Current Order Status: 50 Backordered (Estimated Shipment Date: 27 Aug 2021; Estimated Delivery Date: 31 Aug 2021)					

Previous **Submit** Exit

13

You will be rerouted to your purchase order which will now show that the order is confirmed.

Purchase Order: PO00004

13 Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

From: Customer
Energie
Address ID: PO3

To: Testtest - TEST
Langwasserstrasse
90001 Nurnberg
Germany
Phone:
Fax:
Email:

Purchase Order
(Partially Confirmed)
PO00004
Amount: 8,000.00 EUR

Comments
Header level comments like Terms and Conditions etc.

Routing Status: Acknowledged
Related Documents: CONF1234
CONF1234

Contact Information
Requisitioner Address
Requisitioner user name
New Street
London
L12345
United Kingdom
Email: requisitioner@test.com
Address ID: 10000199

Supplier Address
Supplier Company Ltd Bureau
New Street
London
LN155PP
United Kingdom
Address ID: SUP00



Updating a Material Purchase Order by Line Items

Purchase Order: PO00004 Done

Create Order Confirmation ▾ Create Ship Notice Create Invoice ▾ ↓ 📄 ...

Order Detail Order History

From: Customer Energie Address ID: PO3	To: Testtest - TEST Langwasserstrasse 90001 Nurnberg Germany Phone: Fax: Email:	Purchase Order (Partially Confirmed) PO00004 Amount: 8,000.00 EUR
---	--	--

Comments
Header level comments like Terms and Conditions etc.

Contact Information
Requisitioner Address
Requisitioner user name
New Street
London

L12345
United Kingdom
Email: requisitioner@test.com
Address ID: 10000199

Supplier Address
Supplier Company Ltd Bureau
New Street
London

LN155PP
United Kingdom
Address ID: SUP00

Routing Status: Acknowledged
Related Documents: CONF1234
CONF1234



Note: All documents created based on the purchase order will be displayed in the Related Documents section.

Any Line Items that require an action (i.e., rejected) will be sent back on a new version of the purchase order which will need to be reviewed and reconfirmed by LyondellBasell.



Thank You



French



Confirmation de commande Ariba Network

Aide à l'emploi

Publié : octobre 2023

Propriétaire : Source-to-Pay Team



Objectif

L'objectif de cette aide à la tâche est de fournir un guide étape par étape sur la façon de confirmer, de rejeter ou de mettre à jour une commande d'achat par poste dans Ariba Network.



Public cible

Cette aide à l'emploi s'adresse aux fonctions suivantes :

- **Fournisseurs compatibles avec le réseau Ariba de LyondellBasell**

Table des matières



Naviguez dans l'aide au travail en sélectionnant la section appropriée :

- **Confirmation d'un ordre d'achat de service**
- **Confirmation d'une commande d'articles**
- **Refus d'une commande**
- **Mise à jour d'un ordre d'achat de service par poste**
- **Mise à jour d'une commande d'achat d'articles par poste**



Références

Vous pouvez consulter des informations complémentaires ici :

- **Site du fournisseur LyondellBasell**

Processus d'acquisition et de paiement : Accusé de réception de la commande

1
Accusé de réception de la PO

2
Confirmation de commande

3
Notification avancée d'expédition

4
Réception des marchandises

5
Facture

Ariba Network accuse réception d'un bon de commande. Une fois que l'acheminement électronique des commandes est configuré, vous serez automatiquement informé par courrier électronique de la réception du bon de commande.

L'accusé de réception de la commande ne fait que confirmer que vous avez reçu le bon de commande. Vous devrez encore vérifier les détails du bon de commande.

Processus d'acquisition et de paiement : Accusé de réception de la commande

1
Accusé de réception de la PO

2
Confirmation de commande

3
Notification avancée d'expédition

4
Réception des marchandises

5
Facture

Chaque commande, y compris les nouvelles versions, doit être **confirmée** ou **rejetée** via Ariba Network.

Exécutez l'une des options suivantes pour répondre à une commande.

Option 1 Confirmer l'ensemble de la commande

1. Acceptation du prix, de la quantité, de la description de l'article, des conditions de paiement et de l'exécution
2. Proposition d'une autre date de livraison (facultatif)

Option 2 Rejeter l'ensemble de la commande

1. Sélectionner le code de rejet
2. Raison du rejet de l'entrée (commentaires)

Note : Le rejet de la commande n'annule pas la commande.

Option 3 Mise à jour des postes

1. Confirmer ou rejeter par niveau de ligne (les règles respectives ci-dessus s'appliquent)



Confirmation d'un ordre d'achat de service

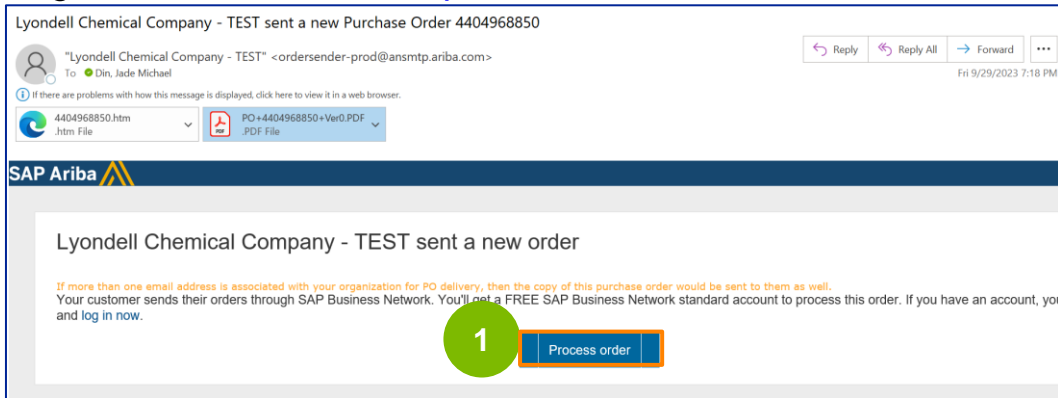
Les étapes suivantes s'adressent aux **fournisseurs de LyondellBasell**



Confirmation d'un ordre d'achat de service

1

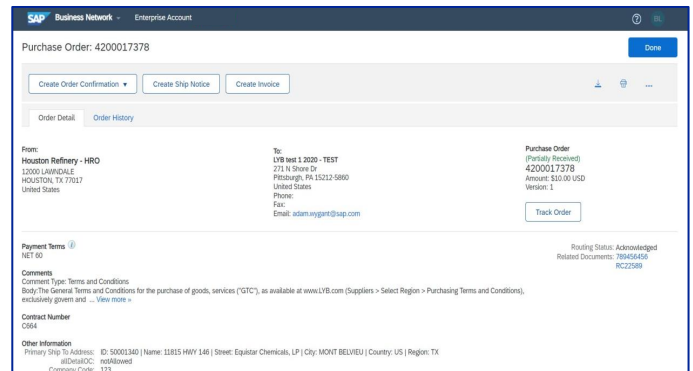
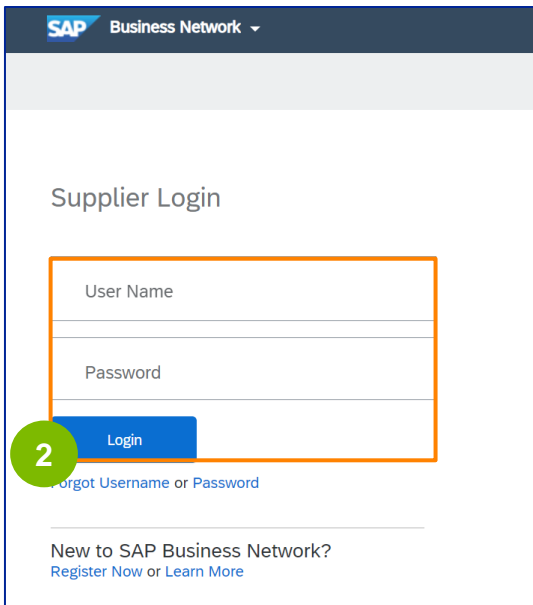
Cliquez sur le bouton **Traiter la commande** dans l'e-mail du bon de commande pour accéder à [Ariba Network](#). Vous recevrez un courrier électronique pour chaque commande d'achat. Pour en savoir plus sur le routage des commandes, [cliquez ici](#).

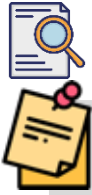


Remarque : vous n'aurez pas à effectuer cette étape si vous êtes déjà connecté à Ariba Network.

2

Saisissez votre **nom d'utilisateur** et votre **mot de passe** sur la page de connexion d'[Ariba Network](#) et cliquez sur **Connexion**. Vous serez alors redirigé vers le bon de commande.





Confirmation d'un ordre d'achat de service

Remarque : vous pouvez également consulter le bon de commande en saisissant le numéro du bon de commande dans la barre de recherche de la page d'accueil. Une liste de bons de commande s'affiche. Sélectionnez le bon de commande souhaité pour en afficher les détails.

The screenshot shows the SAP Business Network homepage. At the top, there are navigation tabs: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. Below these is a search bar with filters for 'Orders and Releases', 'All customers', and 'Exact match'. The search input field contains the number '4404967917'. Below the search bar, there are two tabs: 'Overview' and 'Getting started'. The main dashboard displays five key metrics:

Metric	Value	Time Period
New orders	186	Last 31 days
Orders	821	Last 31 days
Orders to invoice	140	Last 31 days
Invoices	229	Last 31 days
Items to confirm	39	Last 31 days

The screenshot shows the 'Purchase Orders' page in SAP Business Network. It features a search filter section with 'Customer' set to 'All Customers' and 'Order Number' set to 'Exact number' with the value '4404967917'. Below the search filters, there is a table of purchase orders:

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code	Purchasing
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,570.00 USD	14 Sep 2023	Changed			
Order	4404967917	1	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$3,240.00 USD	14 Sep 2023	Obsolated			
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,600.00 USD	13 Sep 2023	Obsolated			

The screenshot shows the details page for Purchase Order: 4404967917. It includes buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. Below these are tabs for 'Order Detail' and 'Order History'. The page displays the following information:

From:
Equistar Chemicals LP
1221 McKinney, Suite 300
HOUSTON, TX 77002
United States
Phone:
Fax:

To:
LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-0880
United States
Phone:
Fax:
Email: adam.wygart@sap.com

Purchase Order (+ Changed):
4404967917
Amount: \$1,570.00 USD
Amount: \$3,240.00 USD
Version: 2 (Previous Version)

Track Order



Confirmation d'un ordre d'achat de service

3

Dans le bon de commande, cliquez sur le bouton déroulant **Créer des confirmations de commande**, puis sélectionnez l'option **Confirmer toute la commande** pour créer une confirmation de commande complète.

Purchase Order: 4404968348

Create Order Confirmation ▾ Create Ship Notice Create Service Sheet Create Invoice

3 Confirm Entire Order Update Line Items Reject Entire Order

From: Lyondell Chemical Company
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Payment Terms NET 60

4

La page Confirmation du bon de commande s'affiche. Saisissez un numéro de confirmation unique dans le champ **Numéro de confirmation**.

Confirming PO

1 Confirm Entire Order 2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 676277

Associated Purchase Order #: 4404968348

Customer: Lyondell Chemical Company - TEST

Supplier Reference: 45676567557

Additional Information

Shipping and Tax Information

Est. Completion Date: 12 Oct 2023 Est. Tax Cost: 15

Comments:



Note : Vous pouvez confirmer une commande plusieurs fois. Si LyondellBasell envoie une version plus récente de la commande, vous devrez la reconfirmer. Si vous souhaitez ajouter des lettres dans le champ Confirmation #, elles doivent être en majuscules.



Confirmation d'un ordre d'achat de service

5

Saisissez la date d'achèvement dans le champ **Date d'achèvement estimée**.

SAP Business Network - Enterprise Account

Confirming PO

Exit Next

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

* Indicates required field

Confirmation #: 676277
Associated Purchase Order #: 4404968348
Customer: Lyondell Chemical Company - TEST
Supplier Reference: 45676567557

Additional Information

Shipping and Tax Information

Est. Completion Date:* 12 Oct 2023

Est. Tax Cost: 15

Comments:

6

Si vous souhaitez ajouter des commentaires, vous pouvez le faire dans le champ **Commentaires**.

SAP Business Network - Enterprise Account

Confirming PO

Exit Next

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

* Indicates required field

Confirmation #: 676277
Associated Purchase Order #: 4404968348
Customer: Lyondell Chemical Company - TEST
Supplier Reference: 45676567557

Additional Information

Shipping and Tax Information

Est. Completion Date:* 12 Oct 2023

Est. Tax Cost: 15

Comments:



Confirmation d'un ordre d'achat de service

- 7 Cliquez sur le bouton "**Suivant**" pour afficher la page "Review Order Confirmation".

SAP Business Network - Enterprise Account

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 676277
Associated Purchase Order #: 4404968348
Customer: Lyondell Chemical Company - TEST
Supplier Reference: 45676567557

Additional Information

Shipping and Tax Information

Est. Completion Date: 12 Oct 2023
Est. Tax Cost: 15
Comments: Example

Exit Next

- 8 La page Review Order Confirmation s'affiche. Passez en revue les détails de la commande. Si tous les détails sont exacts, cliquez sur **Soumettre**.

SAP Business Network - Enterprise Account

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: 676277
Supplier Reference: 45676567557
Est. Tax Cost: 15.00 EUR
Comments: Example
Attachments:

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
00001	Not Available TEST SERVICE	Service	1.000 (ZZ)	27 Sep 2023	\$500.00 USD	\$500.00 USD

Current Order Status:
1.000 Confirmed With New Date (Estimated Completion Date: 12 Oct 2023)

Previous Submit Exit



Confirmation d'un ordre d'achat de service



Vous serez redirigé vers votre bon de commande qui indiquera maintenant que la commande est confirmée.

The screenshot shows the SAP Business Network interface for a purchase order. The order number is 4404968348. A green circle with the number 9 highlights a box containing the text: "Purchase Order (Confirmé) 4404968348 Amount: \$500.00 USD". The interface includes buttons for "Create Order Confirmation", "Create Ship Notice", "Create Service Sheet", and "Create Invoice". It also displays contact information for Lyondell Chemical Company and Cintas Corp, and technical support details for Therryn Roberson.

This screenshot is similar to the previous one, but with an orange box highlighting the "Routing Status: Acknowledged" and "Related Documents: 676277, 42346010, 42346010, More(1) »" section.



Remarque : tous les documents créés sur la base du bon de commande seront affichés dans la section Documents connexes.



Confirmation d'une commande d'articles

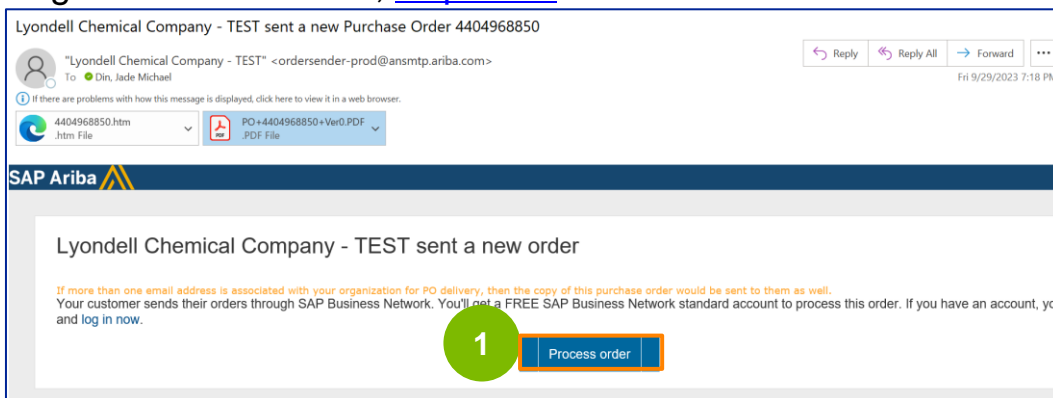
Les étapes suivantes s'adressent aux **fournisseurs de LyondellBasell**



Confirmation d'une commande d'articles

1

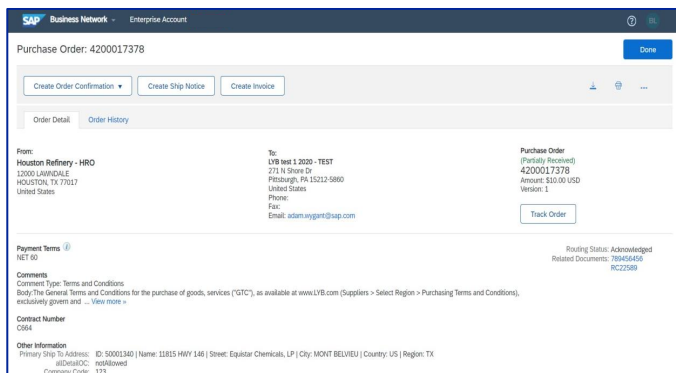
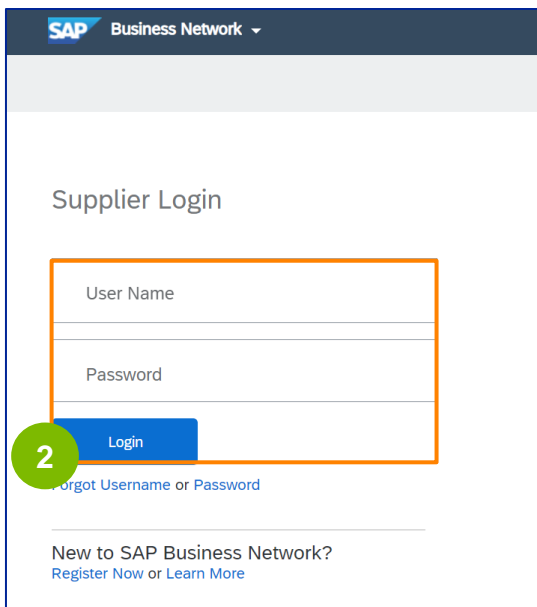
Cliquez sur le bouton **Traiter la commande** dans l'e-mail du bon de commande pour accéder à [Ariba Network](#). Vous recevrez un courrier électronique pour chaque commande d'achat. Pour en savoir plus sur le routage des commandes, [cliquez ici](#).



Remarque : vous n'aurez pas à effectuer cette étape si vous êtes déjà connecté à Ariba Network.

2

Saisissez votre **nom d'utilisateur** et votre **mot de passe** sur la page de connexion d'[Ariba Network](#) et cliquez sur **Connexion**. Vous serez alors redirigé vers le bon de commande.





Confirmation d'une commande d'articles

Remarque : vous pouvez également consulter le bon de commande en saisissant le numéro du bon de commande dans la barre de recherche de la page d'accueil. Une liste de bons de commande s'affiche. Sélectionnez le bon de commande souhaité pour en afficher les détails.

SAP Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs More

Orders and Releases All customers Exact match 4404967917

Overview Getting started

186	821	140	229	39
New orders	Orders	Orders to invoice	Invoices	Items to confirm
Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days

SAP Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs More

Purchase Orders

Purchase Orders Items to Confirm Items to Ship Return Items

This page will be replaced with our new Workbench concept soon. Try the new Workbench

Search Filters

Customer: All Customers

Order Number: Partial number Exact number

4404967917

Purchase Orders (3)

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code	Purchasing C
Order	4404967917	2	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,570.00 USD	14 Sep 2023	Changed			
Order	4404967917	1	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$3,240.00 USD	14 Sep 2023	Obsolated			
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,600.00 USD	13 Sep 2023	Obsolated			

SAP Business Network Enterprise Account

Purchase Order: 4404967917

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

From: Equistar Chemicals LP
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-8880
United States
Phone:
Fax:
Email: adam.wygart@sap.com

Purchase Order (+ Changed)
4404967917
Amount: \$1,570.00 USD
Amount: \$3,240.00 USD
Version: 2 (Previous Version)

Track Order





Confirmation d'une commande d'articles

3

Dans le bon de commande, cliquez sur le bouton déroulant **Créer des confirmations de commande**, puis sélectionnez l'option **Confirmer toute la commande** pour créer une confirmation de commande complète.

Purchase Order: 4200017378

Create Order Confirmation ▼ Create Ship Notice Create Invoice

3 Confirm Entire Order

Update Line Items History

Reject Entire Order

From: Houston Refinery - HRO
12000 LAWDALE
HOUSTON, TX 77017
United States

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Purchase Order (Partially Received)
4200017378
Amount: \$10.00 USD
Version: 1

Track Order

Payment Terms NET 60

Comments
Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services ("GTC"), as available at www.LYB.com (Suppliers > Select Region > Purchasing Terms and Conditions), exclusively govern and ... View more »

Routing St
Related Docum

4

La page Confirmation du bon de commande s'affiche. Saisissez un numéro de confirmation unique dans le champ **Numéro de confirmation**.

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

▼ Order Confirmation Header

Confirmation #: 789456456

Associated Purchase Order #: 4200017378

Customer: Lyondell Chemical Company - TEST

Supplier Reference:

Additional Information



Note : Vous pouvez confirmer une commande plusieurs fois. Si LyondellBasell envoie une version plus récente de la commande, vous devrez la reconfirmer.

Si vous souhaitez ajouter des lettres dans le champ "Confirmation #", elles doivent être en majuscules.



Confirmation d'une commande d'articles

5

Saisissez la date d'expédition dans le champ **Date d'expédition estimée**.

SAP Business Network - Enterprise Account

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 789456456

Associated Purchase Order #: 4200017378

Customer: Lyondell Chemical Company - TEST

Supplier Reference:

Additional Information

Shipping and Tax Information

Est. Shipping Date: 4 Oct 2023

Est. Shipping Cost:

Est. Delivery Date: 11 Oct 2023

Est. Tax Cost:

Comments:

6

Saisissez la date de livraison dans le champ **Date de livraison estimée**.
Ajoutez des commentaires supplémentaires, si nécessaire, dans le champ **Commentaires**.

SAP Business Network - Enterprise Account

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 789456456

Associated Purchase Order #: 4200017378

Customer: Lyondell Chemical Company - TEST

Supplier Reference:

Additional Information

Shipping and Tax Information

Est. Shipping Date: 4 Oct 2023

Est. Shipping Cost:

Est. Delivery Date: 11 Oct 2023

Est. Tax Cost:

Comments: Example



Remarque : LyondellBasell sera informée si vous confirmez une autre date de livraison.



Confirmation d'une commande d'articles

- 7 Cliquez sur le bouton "**Suivant**" pour afficher la page "Review Order Confirmation".

SAP Business Network - Enterprise Account

Confirming PO

Exit Next

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 789456456

Associated Purchase Order #: 4200017378

Customer: Lyondell Chemical Company - TEST

Supplier Reference:

Additional Information

Shipping and Tax Information

Est. Shipping Date: 4 Oct 2023

Est. Shipping Cost:

Est. Delivery Date: 11 Oct 2023

Est. Tax Cost:

Comments: Example

- 8 La page Confirmation de la commande s'affiche. Prenez le temps de vérifier les détails de la commande. Si tous les détails sont exacts, cliquez sur le bouton **Soumettre** pour confirmer la commande.

SAP Business Network - Enterprise Account

Confirming PO

Previous Submit Exit

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: 789456456

Supplier Reference:

Comments: Example

Attachments:

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
1	Services Software	Material	10 (EA)	30 Sep 2023	\$1.00 USD	\$10.00 USD

Current Order Status:
10 Confirmed With New Date (Estimated Shipment Date: 4 Oct 2023; Estimated Delivery Date: 11 Oct 2023)

Previous Submit Exit



Confirmation d'une commande d'articles

9

Vous serez redirigé vers votre bon de commande qui indiquera maintenant que la commande est confirmée.

Purchase Order: 4200017378

From: Houston Refinery - HRO
12000 LAWDALE
HOUSTON, TX 77017
United States

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Purchase Order (Confirmé) 4200017378
Amount: \$10.00 USD
Version: 1

Track Order

Payment Terms: NET 60

Comments: Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services ("GTC"), as available at www.LYB.com (Suppliers > Select Region > Purchasing Terms and Conditions), exclusively govern and ... View more >

Contract Number: C664

Other Information: Primary Ship To Address: ID: 50001340 | Name: 11815 HWY 146 | Street: Equistar Chemicals, LP | City: MONT BELVIEU | Country: US | Region: TX
allDetailOC: notAllowed
Company Code: 123

Routing Status: Acknowledged
Related Documents: 789456456
RC22589

Purchase Order: 4200017378

From: Houston Refinery - HRO
12000 LAWDALE
HOUSTON, TX 77017
United States

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Purchase Order (Confirmé) 4200017378
Amount: \$10.00 USD
Version: 1

Track Order

Payment Terms: NET 60

Comments: Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services ("GTC"), as available at www.LYB.com (Suppliers > Select Region > Purchasing Terms and Conditions), exclusively govern and ... View more >

Contract Number: C664

Other Information: Primary Ship To Address: ID: 50001340 | Name: 11815 HWY 146 | Street: Equistar Chemicals, LP | City: MONT BELVIEU | Country: US | Region: TX
allDetailOC: notAllowed
Company Code: 123

Routing Status: Acknowledged
Related Documents: 789456456
RC22589



Remarque : tous les documents créés sur la base du bon de commande seront affichés dans la section Documents connexes.



Rejet de la commande

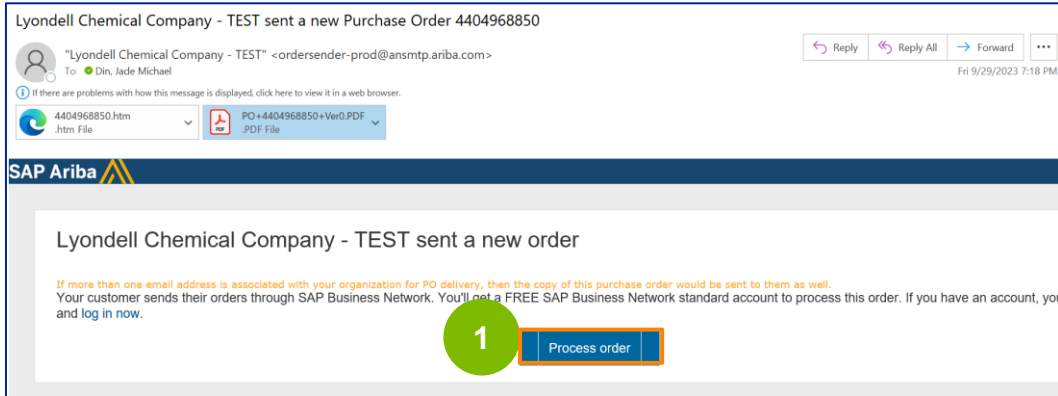
Les étapes suivantes s'adressent aux **fournisseurs de LyondellBasell**



Refus d'une commande de matériel ou de service

1

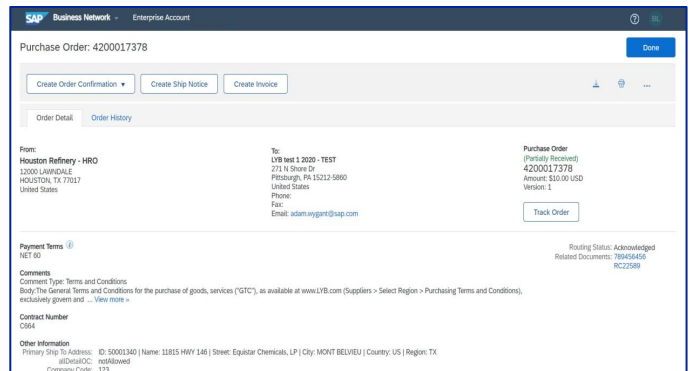
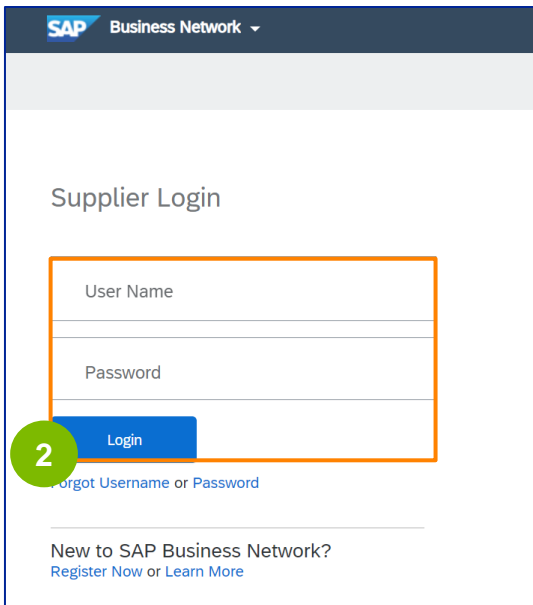
Cliquez sur le bouton **Traiter la commande** dans l'e-mail du bon de commande pour accéder à [Ariba Network](#). Vous recevrez un courrier électronique pour chaque commande d'achat. Pour en savoir plus sur le routage des commandes, [cliquez ici](#).



Remarque : vous n'aurez pas à effectuer cette étape si vous êtes déjà connecté à Ariba Network.

2

Saisissez votre **nom d'utilisateur** et votre **mot de passe** sur la page de connexion d'[Ariba Network](#) et cliquez sur **Connexion**. Vous serez alors redirigé vers le bon de commande.





Refus d'une commande de matériel ou de service

Remarque : vous pouvez également consulter le bon de commande en saisissant le numéro du bon de commande dans la barre de recherche de la page d'accueil. Une liste de bons de commande s'affiche. Sélectionnez le bon de commande souhaité pour en afficher les détails.

The screenshot shows the SAP Business Network homepage. At the top, there is a navigation bar with 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'More'. Below this is a search bar with the text 'Orders and Releases', 'All customers', 'Exact match', and the order number '4404967917'. The dashboard below the search bar displays five key metrics:

Metric	Value	Time Period
New orders	186	Last 31 days
Orders	821	Last 31 days
Orders to invoice	140	Last 31 days
Invoices	229	Last 31 days
Items to confirm	39	Last 31 days

The screenshot shows the 'Purchase Orders' page in SAP Business Network. It features a search filter section with the following details:

- Customer: All Customers
- Order Number: 4404967917
- Search Type: Exact number (selected)

Below the filters, there is a table of Purchase Orders (3):

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code	Purchasing
Order	4404967917	2	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,570.00 USD	14 Sep 2023	Changed			
Order	4404967917	1	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$3,240.00 USD	14 Sep 2023	Obsolated			
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,600.00 USD	13 Sep 2023	Obsolated			

The screenshot shows the details page for Purchase Order: 4404967917. It includes buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. Below these are tabs for 'Order Detail' and 'Order History'. The page is divided into three main sections:

- From:** Equistar Chemicals LP, 1221 McKinney, Suite 300, HOUSTON, TX 77010, United States. Phone: [redacted], Fax: [redacted].
- To:** LYB test 1 2020 - TEST, 271 N Shore Dr, Pittsburgh, PA 15212-0880, United States. Phone: [redacted], Fax: [redacted], Email: adam.wygart@sap.com.
- Purchase Order (+ Changed):** 4404967917, Amount: \$1,570.00 USD, Amount: \$3,240.00 USD, Version: 2 (Previous Version).

A 'Track Order' button is located at the bottom right of the page.





Refus d'une commande de matériel ou de service

3

Dans le bon de commande, cliquez sur le bouton déroulant **Créer des confirmations de commande**, puis sélectionnez l'option **Rejeter toute la commande** pour rejeter toute la commande.



Remarque : le rejet d'une commande n'annule pas nécessairement la commande ; il peut également être utilisé pour demander des modifications de la commande (modification du prix, de la quantité, etc.).

The screenshot displays the SAP Business Network interface for a Purchase Order (4200017521). The 'Create Order Confirmation' dropdown menu is open, and the 'Reject Entire Order' option is highlighted with an orange border. A green circle with the number '3' is placed over the dropdown menu. The interface also shows contact information for Houston Refinery - HRO and LYB test 1 2020 - TEST, along with payment terms (NET 60) and a contract number (C664).



Remarque : la procédure de rejet d'une commande est la même pour les commandes d'articles et de services.



Refus d'une commande de matériel ou de service

4

La fenêtre contextuelle **Rejeter toute la commande** s'affiche. Saisissez le numéro de confirmation dans le champ **Numéro de confirmation**.

The screenshot shows the SAP Business Network interface for a Purchase Order (4200017521). A modal dialog titled "REJECT ENTIRE ORDER" is open. The "Order Confirmation Number:" field is populated with "879846546" and is highlighted with a green circle containing the number "4". The "Rejection Reason:" field is a dropdown menu, and the "Comments:" field is a text area. The dialog has "Reject Order" and "Cancel" buttons. The background shows order details for "Houston Refinery - HRO" and "Payment Terms: NET 60".



Note : Si vous souhaitez ajouter des lettres dans le champ "Confirmation #", elles doivent être en majuscules.

5

Dans le champ **Motif de rejet**, sélectionnez le motif de rejet de la commande.

The screenshot shows the same SAP Business Network interface as above. The "REJECT ENTIRE ORDER" dialog box is open, and the "Rejection Reason:" dropdown menu is expanded. The "Please Select" option is highlighted with a green circle containing the number "5". The dropdown menu lists various rejection reasons: "Please Select", "Duplicate Order", "Incorrect Delivery Date", "Incorrect Description", "Incorrect Price", "Incorrect Quantity", "Incorrect Stock/Part Number", "Incorrect Supplier Code Used", "Incorrect UOM", "Not our Product Line", and "Unable to Supply Item(s)". The "Confirmation #" field is still populated with "879846546".



Refus d'une commande de matériel ou de service

6

Veillez décrire les changements dans le champ **Commentaires**, LyondellBasell en sera informé et prendra les mesures nécessaires en fonction des commentaires.

SAP Business Network Enterprise Account

Purchase Order: 4200017521

Create Order Confirmation Create Ship Notice

Order Detail Order History

From:
Houston Refinery - HRO
12000 LAWNSDALE
HOUSTON, TX 77017
United States

Payment Terms
NET 60

Comments
Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services and materials, which are subject to the exclusive governance and jurisdiction of the laws of the United States of America. (and Conditions),

Contract Number
C664

Other Information
Primary Ship To Address: ID: | Name: | Street: | City: | Country: | Region:
allDetailOC: notAllowed
Company Code: 123

Purchase Order (New)
4200017521
Amount: \$1.00 USD
Version: 1

Track Order

REJECT ENTIRE ORDER

Order Confirmation Number:
Confirmation #: 879846546

Rejection Reason: Not our Product Line

Comments: Product not available.

Reject Order Cancel

7

Cliquez sur le bouton **Rejeter l'ordre** pour rejeter l'ordre.

SAP Business Network Enterprise Account

Purchase Order: 4200017521

Create Order Confirmation Create Ship Notice

Order Detail Order History

From:
Houston Refinery - HRO
12000 LAWNSDALE
HOUSTON, TX 77017
United States

Payment Terms
NET 60

Comments
Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services and materials, which are subject to the exclusive governance and jurisdiction of the laws of the United States of America. (and Conditions),

Contract Number
C664

Other Information
Primary Ship To Address: ID: | Name: | Street: | City: | Country: | Region:
allDetailOC: notAllowed
Company Code: 123

Purchase Order (New)
4200017521
Amount: \$1.00 USD
Version: 1

Track Order

REJECT ENTIRE ORDER

Order Confirmation Number:
Confirmation #: 879846546

Rejection Reason: Not our Product Line

Comments: Product not available.

Reject Order Cancel



Refus d'une commande de matériel ou de service

8

Vous serez redirigé vers votre bon de commande. Le statut de votre bon de commande sera désormais **Rejeté** et LyondellBasell sera automatiquement notifié pour effectuer la modification.

Purchase Order: 4200017521

From: Houston Refinery - HRO
12000 LAWDALE
HOUSTON, TX 77017
United States

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Purchase Order (Rejected)
4200017521
Amount: \$1.00 USD
Version: 1

Payment Terms: NET 60

Routing Status: Acknowledged
Related Documents: 879846546



Note : L'acheteur de LyondellBasell enverra un bon de commande révisé pour examen et confirmation de la nouvelle version.

Purchase Order: 4200017521

From: Houston Refinery - HRO
12000 LAWDALE
HOUSTON, TX 77017
United States

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Purchase Order (Rejected)
4200017521
Amount: \$1.00 USD
Version: 1

Payment Terms: NET 60

Routing Status: Acknowledged
Related Documents: 879846546



Remarque : tous les documents créés sur la base du bon de commande seront affichés dans la section Documents connexes.



Mise à jour d'un ordre d'achat de service par poste

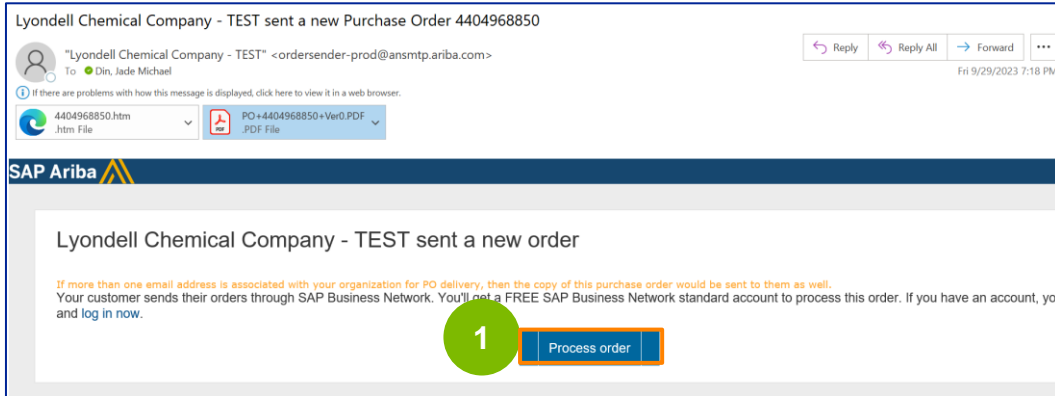
Les étapes suivantes s'adressent aux **fournisseurs de LyondellBasell**



Mise à jour d'un ordre d'achat de services par postes

1

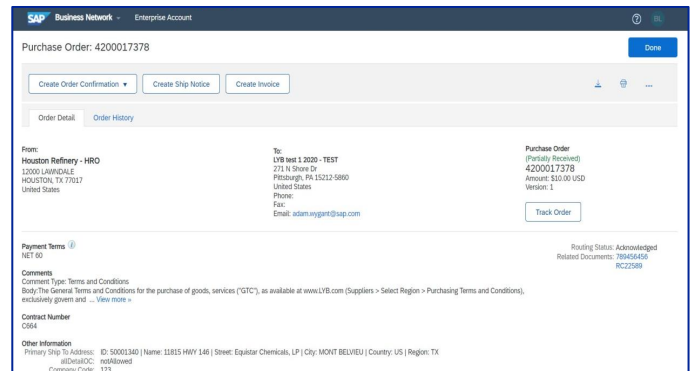
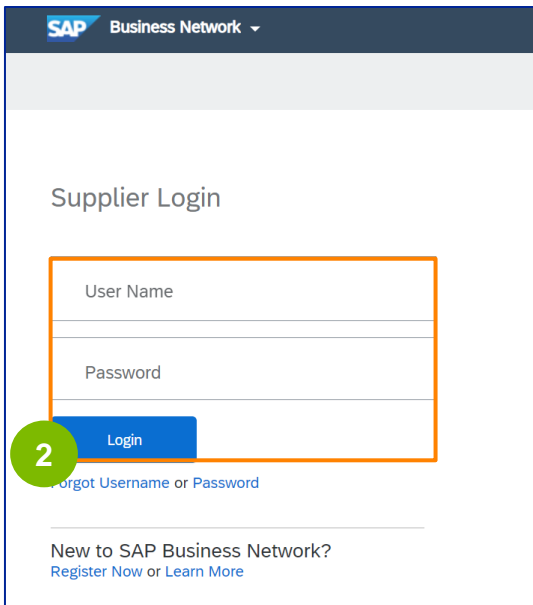
Cliquez sur le bouton **Traiter la commande** dans l'e-mail du bon de commande pour accéder à [Ariba Network](#). Vous recevrez un courrier électronique pour chaque commande d'achat. Pour en savoir plus sur le routage des commandes, [cliquez ici](#).



Remarque : vous n'aurez pas à effectuer cette étape si vous êtes déjà connecté à Ariba Network.

2

Saisissez votre **nom d'utilisateur** et votre **mot de passe** sur la page de connexion d'[Ariba Network](#) et cliquez sur **Connexion**. Vous serez alors redirigé vers le bon de commande.





Mise à jour d'un ordre d'achat de services par postes

Remarque : vous pouvez également consulter le bon de commande en saisissant le numéro du bon de commande dans la barre de recherche de la page d'accueil. Une liste de bons de commande s'affiche. Sélectionnez le bon de commande souhaité pour en afficher les détails.

Dashboard Metrics:

Metric	Value	Period
New orders	186	Last 31 days
Orders	821	Last 31 days
Orders to invoice	140	Last 31 days
Invoices	229	Last 31 days
Items to confirm	39	Last 31 days

Search Filters:
Customer: All Customers
Order Number: 4404967917 (Exact number selected)

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code	Purchasing
Order	4404967917	2	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,570.00 USD	14 Sep 2023	Changed			
Order	4404967917	1	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$3,240.00 USD	14 Sep 2023	Obsolated			
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,600.00 USD	13 Sep 2023	Obsolated			

Order Details:

From: Equistar Chemicals LP
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-0880
United States
Phone:
Fax:
Email: adam.wygart@sap.com

Purchase Order (+ Changed)
4404967917
Amount: \$1,570.00 USD
Amount: \$3,240.00 USD
Version: 2 (Previous Version)

Buttons: Create Order Confirmation, Create Ship Notice, Create Invoice, Order Detail, Order History, Track Order





Mise à jour d'un ordre d'achat de services par postes

3

Dans le bon de commande, cliquez sur le bouton déroulant **Créer des confirmations de commande**, puis sélectionnez l'option **Mettre à jour les articles de ligne** pour mettre à jour le bon de commande par ligne.

Purchase Order: 4404968770

3 Create Order Confirmation ▼ Create Ship Notice Create Service Sheet Create Invoice

Confirm Entire Order
Update Line Items history
Reject Entire Order

From:
Houston Refining LP
1221 McKinney, Suite 700
HOUSTON, TX 77010
United States
Phone:
Fax:

To:
LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Purchase Order (New)
4404968770
Amount: \$100.00 USD

Payment Terms ⓘ
NET 60

Contact Information
Supplier Address
CINTAS CORP
PO BOX 630803
CINCINNATI, OH 45263-0803

Technical Support
Dennis Thomas
Email: DENNIS.THOMAS@LYONDELLBASELL.COM



Remarque : dans la zone Mettre à jour les postes, vous pouvez confirmer partiellement, commander en suspens ou rejeter des postes.



Mise à jour d'un ordre d'achat de services par postes

4

La page Confirmation du bon de commande s'affiche. Saisissez le numéro de confirmation dans le champ **Numéro de confirmation**.

Confirming PO

Exit Next

1 Update Item Status 2 Review Confirmation

Order Confirmation Header * Indicates required field

Confirmation #: 6564732

Associated Purchase Order #: 4404968770

Customer: Lyondell Chemical Company - TEST

Supplier Reference:

Additional Information

Shipping and Tax Information

Enter tax information at the line item level.

Est. Completion Date: Est. Tax Cost:

Comments:



Note : Si vous souhaitez ajouter des lettres dans le champ "Confirmation #", elles doivent être en majuscules.

5

Saisissez la date d'achèvement dans le champ **Date d'achèvement estimée**.

SAP Business Network Enterprise Account

Confirming PO

Exit Next

1 Update Item Status 2 Review Confirmation

Order Confirmation Header * Indicates required field

Confirmation #: 6564732

Associated Purchase Order #: 4404968770

Customer: Lyondell Chemical Company - TEST

Supplier Reference:

Additional Information

Shipping and Tax Information

Enter tax information at the line item level.

Est. Completion Date: 19 Oct 2023 Est. Tax Cost:

Comments:



Mise à jour d'un ordre d'achat de services par postes

6

Faites défiler la page jusqu'à la section Postes et mettez à jour les champs Confirmer ou Rejeter. Cliquez sur le bouton **Détails** pour mettre à jour les détails du poste pour le champ Confirmation.

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal
00001	Not Available TEST SERVICE		Service		3 Oct 2023		\$100.00 USD
Confirm (Estimated Completion Date: 19 Oct 2023)							
Reject - Please specify a reason: Please Select							
00001.unknown	Not Available	IS113000100	Service	1.000 (Z1J)		\$100.00 USD	\$100.00 USD
SERVIZI PER COSTI DI STRUMENTAZ. (L680)							
Attachments:							
No items							
Choose File No file chosen Add Attachment							
The total size of all attachments cannot exceed 10MB							
Confirm All							

7

La page Détails s'affiche. Vous pouvez y consulter ou modifier le poste. Par exemple, vous pouvez mettre à jour la date d'achèvement et ajouter des commentaires. Cliquez sur **OK** pour confirmer vos choix et continuer.

Line No.	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
00001	Not Available TEST SERVICE	1.000	ZZ	3 Oct 2023		\$100.00 USD	\$100.00 USD
New Order Status: 1.000 Confirmed							
Est. Completion Date: 19 Oct 2023							
Comments: Example							
OK Cancel							
OK Cancel							



Mise à jour d'un ordre d'achat de services par postes

8

Si vous souhaitez rejeter un poste, vous devez sélectionner un motif de rejet et ajouter des commentaires si nécessaire.

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal						
00001	Not Available TEST SERVICE		Service		3 Oct 2023		\$100.00 USD						
<input type="radio"/> Confirm <input type="button" value="Details"/> (Comments: Example; Estimated Completion Date: 19 Oct 2023)													
<input checked="" type="radio"/> Reject - Please specify a reason: Unable to Supply Item <input type="text" value="Unable to Supply Item"/>													
00001.unknown	Not Available SERVIZI PER COSTI DI STRUMENTAZ. (L680)	I5113000100	Service	1.000 (Z1J)		\$100.00 USD	\$100.00 USD						
Attachments:													
<table border="1"><thead><tr><th>Name</th><th>Size (bytes)</th><th>Content Type</th></tr></thead><tbody><tr><td colspan="3">No items</td></tr></tbody></table>								Name	Size (bytes)	Content Type	No items		
Name	Size (bytes)	Content Type											
No items													
<input type="button" value="Choose File"/> No file chosen <input type="button" value="Add Attachment"/>													
The total size of all attachments cannot exceed 10MB													
<input type="button" value="Confirm All"/> ⓘ													

9

Cliquez sur le bouton "**Suivant**" pour accéder à la page "Confirmation de l'examen".

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal						
00001	Not Available TEST SERVICE		Service		3 Oct 2023		\$100.00 USD						
<input type="radio"/> Confirm <input type="button" value="Details"/>													
<input checked="" type="radio"/> Reject - Please specify a reason: Unable to Supply Item <input type="text" value="Unable to Supply Item"/>													
00001.unknown	Not Available SERVIZI PER COSTI DI STRUMENTAZ. (L680)	I5113000100	Service	1.000 (Z1J)		\$100.00 USD	\$100.00 USD						
Attachments:													
<table border="1"><thead><tr><th>Name</th><th>Size (bytes)</th><th>Content Type</th></tr></thead><tbody><tr><td colspan="3">No items</td></tr></tbody></table>								Name	Size (bytes)	Content Type	No items		
Name	Size (bytes)	Content Type											
No items													
<input type="button" value="Choose File"/> No file chosen <input type="button" value="Add Attachment"/>													
The total size of all attachments cannot exceed 10MB													
<input type="button" value="Confirm All"/> ⓘ													
<input type="button" value="Exit"/> <input checked="" type="button" value="Next"/>													

9



Mise à jour d'un ordre d'achat de services par postes

10

La page de confirmation de la commande s'affiche. Prenez le temps de vérifier les détails de la commande. Si tous les détails sont exacts, cliquez sur le bouton **Soumettre** pour confirmer la commande.

Confirming PO

Confirmation #: 6564732
Supplier Reference: 6564732
Est. Completion Date: 19 Oct 2023

Attachments:

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal
00001	Not Available TEST SERVICE		Service		3 Oct 2023		\$100.00 USD
Current Order Status: 1.000 Rejected (Rejection Reason: Unable to Supply Item; Comments: Unable to supply item)							
00001 unknown	Not Available	IS113000100	Service	1.000 (2LJ)		\$100.00 USD	\$100.00 USD
SERVIZI PER COSTI DI STRUMENTAZ. (L.680)							

Submit

11

Vous serez redirigé vers votre bon de commande qui indiquera maintenant que la commande est confirmée.

Purchase Order: 4404968770

Create Order Confirmation | Create Ship Notice | Create Service Sheet | Create Invoice

Order Detail | Order History

From: Houston Refining LP
1221 McKinney, Suite 700
HOUSTON, TX 77010
United States
Phone:
Fax:

To: LYB test 1.8020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5880
United States
Phone:
Fax:
Email: adam.vygent@sap.com

Payment Terms: NET 60

Contact Information
Supplier Address
CINTAS CORP
PO BOX 830603
CINCINNATI, OH 45283-0803
United States
Email: kltinell72@cintas.com
Phone: + (1) 973-314-5800
Fax: + (1) 800-768-4387
Purchasing Agent
ARIBA CONTRCT ITEM
Email: lybchamps@ariba.com
Phone: + (1) ARIBA ITEMS

Technical Support
Dennis Thomas
Email: DENNIS.THOMAS@LYONDELLBASELL.COM

Routing Status: Acknowledged
Related Documents: 6564732
6564732

Purchase Order (Confirmed)
4404968770
Amount: \$100.00 USD



Mise à jour d'un ordre d'achat de services par postes

- 12 Vous serez redirigé vers votre bon de commande qui indiquera maintenant que la commande est confirmée.

Purchase Order: 4404968770

Create Order Confirmation Create Ship Notice Create Service Sheet Create Invoice

Order Details Order History

From: Houston Refining LP
1221 McKinney, Suite 700
HOUSTON, TX 77010
United States
Phone:
Fax:

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.vygart@sap.com

Purchase Order (Confirmed)
4404968770
Amount: \$100.00 USD

12

Routing Status: Acknowledged
Related Documents: 6564732
6564732

Payment Terms: NET 60

Contact Information
Supplier Address
CINTAS CORP
PO BOX 639803
CINCINNATI, OH 45263-0803
United States
Email: MitchellT@cintas.com
Phone: + () 1 973 374-5900
Fax: + () 603-788-4397

Technical Support
Dennis Thomas
Email: DENNIS.THOMAS@LYONDELBASELL.COM

Purchasing Agent
ARIBA CONTRACT ITEM
Email: lycitempsupport@lyondellbasell.com
Phone: + () ARIBA ITEMS



Remarque : tous les documents créés sur la base du bon de commande seront affichés dans la section Documents connexes.

Tous les postes nécessitant une action (c'est-à-dire rejetés) seront renvoyés sur une nouvelle version du bon de commande qui devra être examinée et reconfirmée.



Mise à jour d'une commande d'achat d'articles par poste

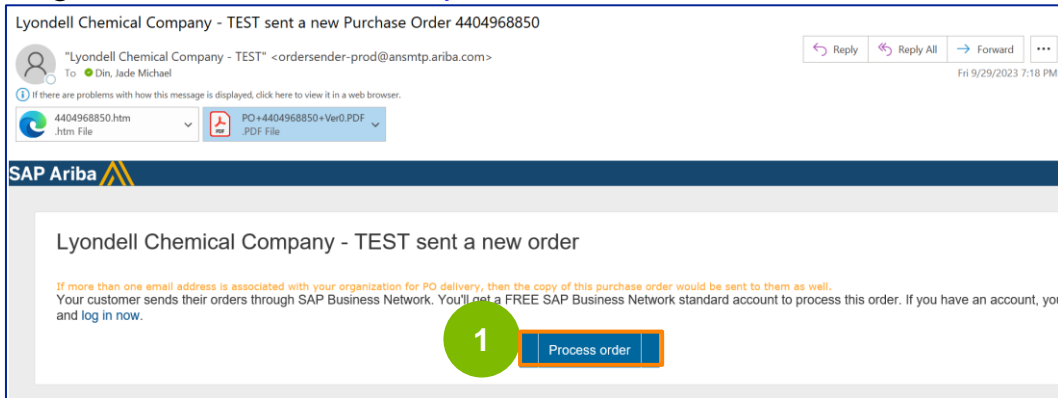
Les étapes suivantes s'adressent aux **fournisseurs de LyondellBasell**



Mise à jour d'une commande d'achat d'articles par postes

1

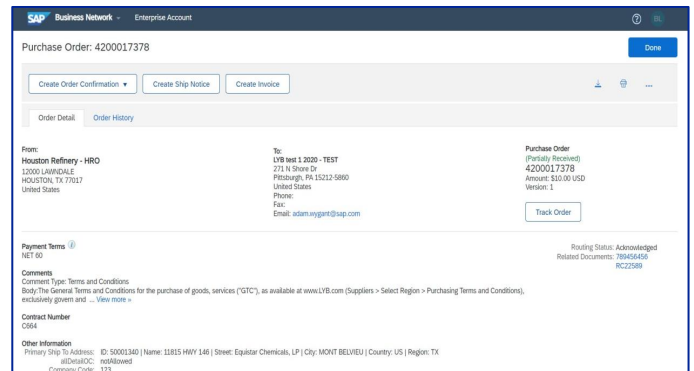
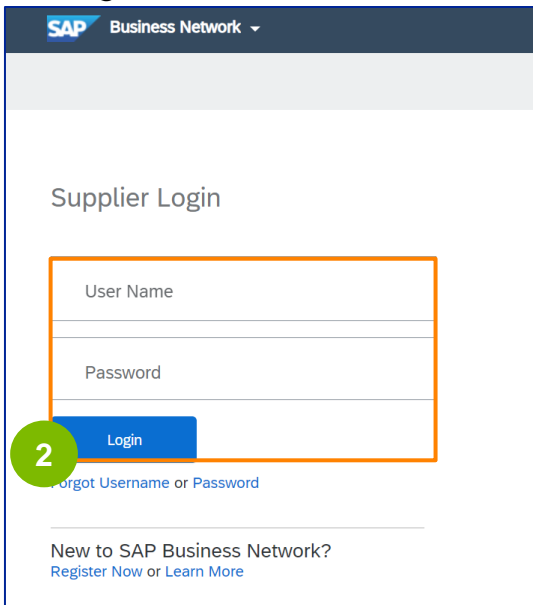
Cliquez sur le bouton **Traiter la commande** dans l'e-mail du bon de commande pour accéder à [Ariba Network](#). Vous recevrez un courrier électronique pour chaque commande d'achat. Pour en savoir plus sur le routage des commandes, [cliquez ici](#).



Remarque : vous n'aurez pas à effectuer cette étape si vous êtes déjà connecté à Ariba Network.

2

Saisissez votre **nom d'utilisateur** et votre **mot de passe** sur la page de connexion d'[Ariba Network](#) et cliquez sur **Connexion**. Vous serez alors redirigé vers le bon de commande.



Mise à jour d'une commande d'achat d'articles par postes

Remarque : vous pouvez également consulter le bon de commande en saisissant le numéro du bon de commande dans la barre de recherche de la page d'accueil. Une liste de bons de commande s'affiche. Sélectionnez le bon de commande souhaité pour en afficher les détails.

The screenshot shows the SAP Business Network homepage. At the top, there is a navigation bar with 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'More'. Below this is a search bar with the following filters: 'Orders and Releases', 'All customers', 'Exact match', and a search input field containing '4404967917'. Below the search bar, there are two tabs: 'Overview' and 'Getting started'. The main content area displays five key metrics:

Metric	Value	Time Period
New orders	186	Last 31 days
Orders	821	Last 31 days
Orders to invoice	140	Last 31 days
Invoices	229	Last 31 days
Items to confirm	39	Last 31 days

The screenshot shows the 'Purchase Orders' page in SAP Business Network. It features a search filter section with 'Customer' set to 'All Customers' and 'Order Number' set to 'Exact number' with the value '4404967917'. Below the search filters, there is a table of purchase orders:

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code	Purchasing
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,570.00 USD	14 Sep 2023	Changed			
Order	4404967917	1	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$3,240.00 USD	14 Sep 2023	Obsolated			
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,600.00 USD	13 Sep 2023	Obsolated			

The screenshot shows the details page for Purchase Order: 4404967917. It includes buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. Below these are tabs for 'Order Detail' and 'Order History'. The page displays contact information for the sender and receiver:

From:
Equistar Chemicals LP
1221 McKinney, Suite 300
HOUSTON, TX 77002
United States
Phone:
Fax:

To:
LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-0880
United States
Phone:
Fax:
Email: adam.wygart@sap.com

Purchase Order (+ Changed):
4404967917
Amount: \$1,570.00 USD
Amount: \$3,240.00 USD
Version: 2 (Previous Version)

Track Order



Mise à jour d'une commande d'achat d'articles par postes

3

Dans le bon de commande, cliquez sur le bouton déroulant **Créer des confirmations de commande**, puis sélectionnez l'option **Mettre à jour les articles de ligne** pour mettre à jour le bon de commande par ligne.

Purchase Order: 4404969251

Create Order Confirmation (dropdown menu open):

- Confirm Entire Order
- Update Line Items (highlighted)
- Reject Entire Order

Create Ship Notice | Create Service Sheet | Create Invoice

From: Lyondell Chemical Company
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Payment Terms (i)
NET 60

Contact Information
Supplier Address
EXAMPLE SUPPLIER
1221 MCKINNEY STRET
HOUSTON, TX 77010
United States
Email: example@lyondellbasell.com
Phone: + () 1 1234567890
Fax: + () 800-786-4367
Purchasing Agent
BRITTANY VANRIGHT
Email: brittany.vanright@lyondellbasell.com
Phone: + () 281 452 8783

Technical Support
Therryn Roberson
Email: THERRYN.ROBERSON@LYONDELLBASELL.COM

Other Information
PurchaseOrg: OPER

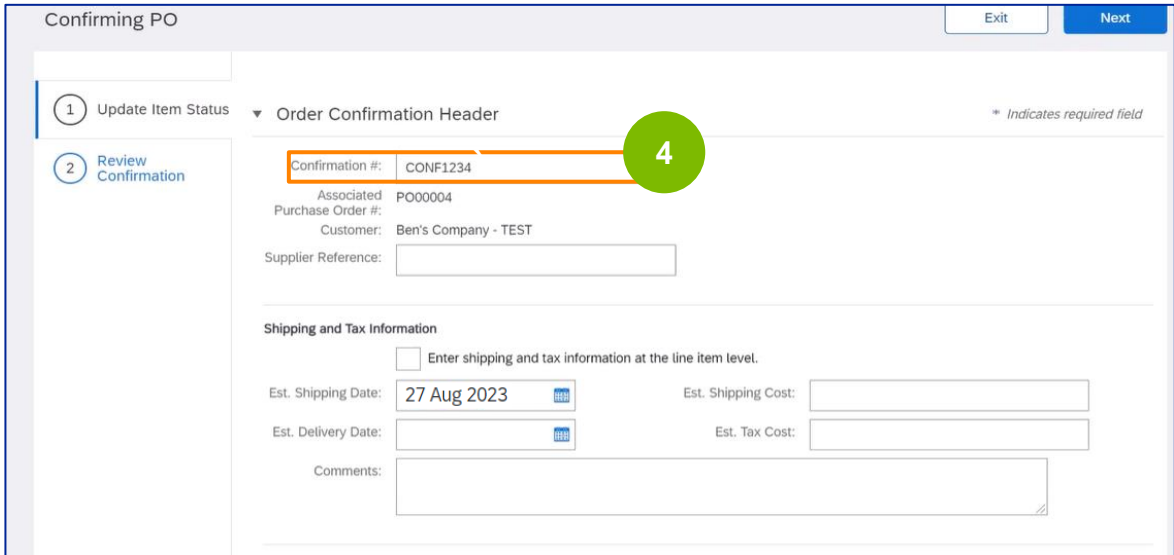
Attachments
PO 4404969251 Ver0.PDF (application/pdf, charset=UTF-8)



Remarque : utilisez le champ Mettre à jour les postes lorsque vous examinez des bons de commande comportant plusieurs postes que vous souhaitez confirmer, rejeter ou mettre à jour.

Mise à jour d'une commande d'achat d'articles par postes

4 La page Confirmation du bon de commande s'affiche. Saisissez le numéro de confirmation dans le champ **Numéro de confirmation**.



Confirming PO

Exit Next

1 Update Item Status

2 Review Confirmation

Order Confirmation Header

* Indicates required field

Confirmation #: CONF1234

Associated Purchase Order #: PO00004

Customer: Ben's Company - TEST

Supplier Reference:

Shipping and Tax Information

Enter shipping and tax information at the line item level.

Est. Shipping Date: 27 Aug 2023

Est. Shipping Cost:

Est. Delivery Date:

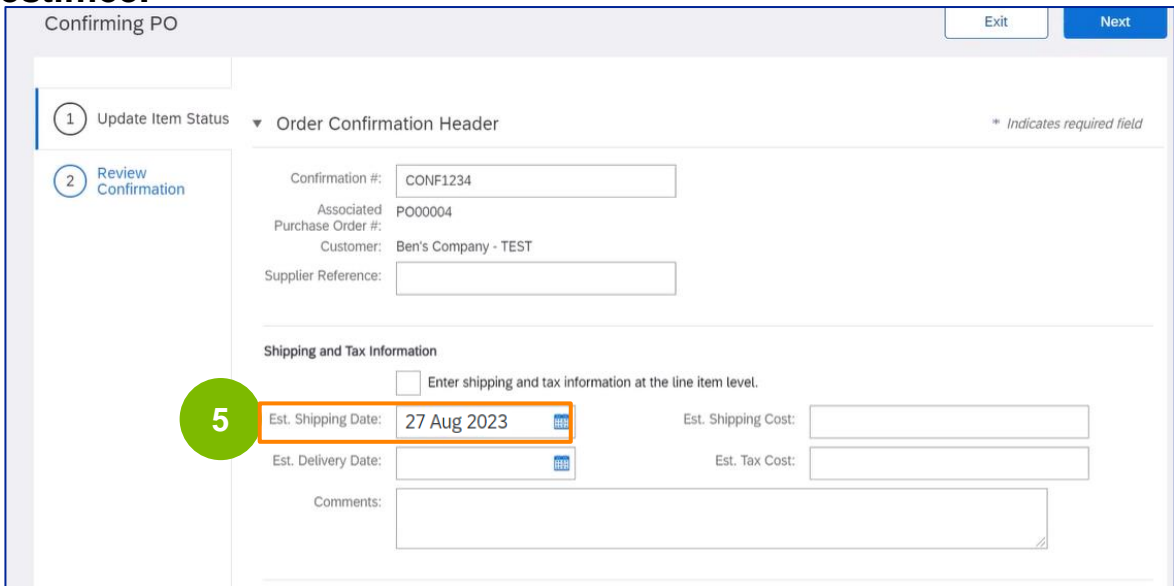
Est. Tax Cost:

Comments:



Note : Si vous souhaitez ajouter des lettres dans le champ "Confirmation #", elles doivent être en majuscules.

5 Saisissez la date d'expédition dans le champ **Date d'expédition estimée**.



Confirming PO

Exit Next

1 Update Item Status

2 Review Confirmation

Order Confirmation Header

* Indicates required field

Confirmation #: CONF1234

Associated Purchase Order #: PO00004

Customer: Ben's Company - TEST

Supplier Reference:

Shipping and Tax Information

Enter shipping and tax information at the line item level.

Est. Shipping Date: 27 Aug 2023

Est. Shipping Cost:

Est. Delivery Date:

Est. Tax Cost:

Comments:



Mise à jour d'une commande d'achat par postes

6

Saisissez la date de livraison dans le champ **Date de livraison estimée**.

Ajoutez des commentaires supplémentaires, si nécessaire, dans le champ **Commentaires**.

7

Faites défiler la page jusqu'à la section Postes et mettez à jour les champs Confirmation, Commande en suspens ou Rejet. Par exemple, une quantité de 20 a été ajoutée dans le champ Confirmation. Cliquez sur le bouton **Détails** pour afficher les détails du poste.



Remarque : Si vous souhaitez rejeter un poste, vous devez sélectionner un motif de rejet et ajouter des commentaires descriptifs. et ajouter des commentaires descriptifs.



Mise à jour d'une commande d'articles par postes

Les détails de la ligne s'affichent avec les informations mises à jour. Saisissez la date d'expédition dans le champ **Date d'expédition estimée**. Vous pouvez également ajouter des détails supplémentaires tels que le prix unitaire, la pièce du fournisseur ou des commentaires supplémentaires.

8

Item	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
10	Test-1178 test item	20	C62	3 Oct 2023 1 Oct 2021		150.00 EUR	3,000.00 EUR

Status: 20 Confirmed

8 Est. Shipping Date: 27 Aug 2023

Est. Delivery Date: 3 Oct 2023

Unit Price: 150.00 EUR

Supplier Part: Test-1178

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Supplier Batch ID:

Comments:

Description: test item



Remarque : cet écran sera différent si vous souhaitez ajouter une commande en suspens ou rejeter la commande.

9

Saisissez la date de livraison dans le champ **Date de livraison estimée** et cliquez sur le bouton **OK** pour confirmer les détails et retourner à la page Bon de commande.

Item	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
10	Test-1178 test item	20	C62	3 Oct 2023 ;		150.00 EUR	3,000.00 EUR

New Order Status: 20 Confirmed

Est. Shipping Date: 27 Aug 2023

9 Est. Delivery Date: 3 Oct 2023

Unit Price: 150.00 EUR

Supplier Part: Test-1178

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Supplier Batch ID:

Comments:

Description: test item

Mise à jour d'une commande d'achat d'articles par postes

10

Facultatif : vous pouvez ajouter des pièces jointes au niveau de l'en-tête ou de la ligne.

Cliquez sur le bouton **Choisir un fichier** pour ajouter une pièce jointe.

10

Choose File No file chosen Add Attachment

The total size of all attachments cannot exceed 10MB

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price
10	Test-1178 test item	20 (C62)	3 Oct 2023	150.00 EUR

Current Order Status

20 confirmed

Confirm: Backorder: Reject:

Attachments:

Name	Size (bytes)	Content Type
No items		

Choose File No file chosen Add Attachment



Note : Les pièces jointes sont uniquement destinées à l'archivage et ne sont pas envoyées aux acheteurs.

11

Cliquez sur le bouton **"Suivant"** pour accéder à la page "Confirmation de l'examen".

27 Aug 2023

50 Backordered (Estimated Shipment Date: 27 Aug 2021; Estimated Delivery Date: 3 Oct 2023)

Confirm: Backorder: Reject: Details ⓘ

Attachments:

Name	Size (bytes)	Content Type
No items		

Choose File No file chosen Add Attachment

The total size of all attachments cannot exceed 10MB

↳ Confirm All ⓘ

Exit Next

11



Mise à jour d'une commande d'articles par postes

12

La page de confirmation de la commande s'affiche. Prenez le temps de vérifier les détails de la commande. Si tous les détails sont exacts, cliquez sur le bouton **Soumettre** pour confirmer la commande.

Confirming PO

Confirmation #: CONF1234
Supplier Reference:
Est. Shipping Date: 27 Aug 2023

Attachments:

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
10	Test-1178 test item	20 (C62)	3 Oct 2023	150.00 EUR	3,000.00 EUR
Current Order Status: 20 confirmed					
20	Test-1179 test item	50 (C62)	3 Oct 2023	100.00 EUR	5,000.00 EUR
Current Order Status: 50 Backordered (Estimated Shipment Date: 27 Aug 2021; Estimated Delivery Date: 31 Aug 2021)					

Buttons: Previous, **Submit**, Exit

13

Vous serez redirigé vers votre bon de commande qui indiquera maintenant que la commande est confirmée.

Purchase Order: PO00004

Create Order Confirmation | Create Ship Notice | Create Invoice

Order Detail | Order History

From: Customer
Energie
Address ID: PO3

To: Testtest - TEST
Langwasserstrasse
90001 Nurnberg
Germany
Phone:
Fax:
Email:

Purchase Order (Partially Confirmed)
PO00004
Amount: 8,000.00 EUR

Comments
Header level comments like Terms and Conditions etc.

Contact Information
Requisitioner Address
Requisitioner user name
New Street
London
L12345
United Kingdom
Email: requisitioner@test.com
Address ID: 10000199

Supplier Address
Supplier Company Ltd Bureau
New Street
London
LN155PP
United Kingdom
Address ID: SUP00

Routing Status: Acknowledged
Related Documents: CONF1234
CONF1234

Buttons: Done



Mise à jour d'une commande d'articles par postes

Purchase Order: PO00004 Done

Create Order Confirmation ▾ Create Ship Notice Create Invoice ▾ ↓ 📄 ...

Order Detail Order History

From: Customer Energie Address ID: PO3	To: Testtest - TEST Langwasserstrasse 90001 Nurnberg Germany Phone: Fax: Email:	Purchase Order (Partially Confirmed) PO00004 Amount: 8,000.00 EUR
---	---	---

Comments
Header level comments like Terms and Conditions etc.

Contact Information
Requisitioner Address
Requisitioner user name
New Street
London
L12345
United Kingdom
Email: requisitioner@test.com
Address ID: 10000199

Supplier Address
Supplier Company Ltd Bureau
New Street
London
LN155PP
United Kingdom
Address ID: SUP00

Routing Status: Acknowledged
Related Documents: CONF1234
CONF1234



Remarque : tous les documents créés sur la base du bon de commande seront affichés dans la section Documents connexes.

Tous les postes nécessitant une action (c'est-à-dire rejetés) seront renvoyés sur une nouvelle version du bon de commande qui devra être examinée et reconfirmée par LyondellBasell.



Merci de votre attention



German



Ariba Network Auftragsbestätigung Arbeitshilfe

Veröffentlicht: Oktober 2023
Eigentümer: Source-to-Pay Team



Zweck

Diese Arbeitshilfe enthält eine schrittweise Anleitung zum Bestätigen, Ablehnen oder Aktualisieren einer Bestellung nach Position im Ariba Network.



Zielpublikum

Diese Arbeitshilfe richtet sich an die folgenden Stellen:

- **LyondellBasell Ariba Network Enabled Suppliers**

Inhaltsübersicht



Navigieren Sie durch die Arbeitshilfe, indem Sie den entsprechenden Abschnitt auswählen:

- **Bestätigen einer Dienstleistungsbestellung**
- **Bestätigen einer Materialbestellung**
- **Ablehnung einer Bestellung**
- **Aktualisieren einer Dienstleistungsbestellung nach Position**
- **Aktualisieren einer Materialbestellung nach Position**



Referenzen

Weitere Informationen können Sie hier einsehen:

- **LyondellBasell Lieferanten-Website**



Procure-to-Pay-Prozess: PO-Bestätigung

1

PO-Bestätigung

2

Bestätigung der
Bestellung

3

Erweiterte
Sendungsbenachrichtigung

4

Wareneingang

5

Rechnung

Das Ariba Network bestätigt, dass eine Bestellung eingegangen ist. Sobald Ihr elektronisches Auftragsrouting eingerichtet ist, werden Sie automatisch per E-Mail über die Bestellung benachrichtigt.

Die Bestellbestätigung bestätigt nur, dass Sie die Bestellung erhalten haben. Sie müssen die Einzelheiten der Bestellung noch prüfen und verifizieren.



Procure-to-Pay-Prozess: Auftragsbestätigung

1

PO-Bestätigung

2

Bestätigung der Bestellung

3

Erweiterte
Sendungsbenachrichtigung

4

Wareneingang

5

Rechnung

Jeder Auftrag, auch neue Versionen, muss über das Ariba Network **bestätigt** oder **abgelehnt** werden.

Führen Sie eine der folgenden Optionen aus, um auf eine Bestellung zu reagieren.

Option 1

Gesamte Bestellung bestätigen



1. Akzeptanz von Preis, Menge, Artikelbeschreibung, Zahlungsbedingungen und Erfüllung
2. Vorschlag für ein alternatives Lieferdatum (optional)

Option 2

Gesamte Bestellung ablehnen



1. Ablehnungscode auswählen
2. Eingabe Ablehnungsgrund (Kommentare)

Hinweis: Die Ablehnung der Bestellung führt nicht zur Stornierung der Bestellung.

Option 3

Einzelposten aktualisieren



1. Bestätigen oder Ablehnen nach Zeilenebene (obige Regeln gelten)



Bestätigen einer Dienstleistungsbestellung

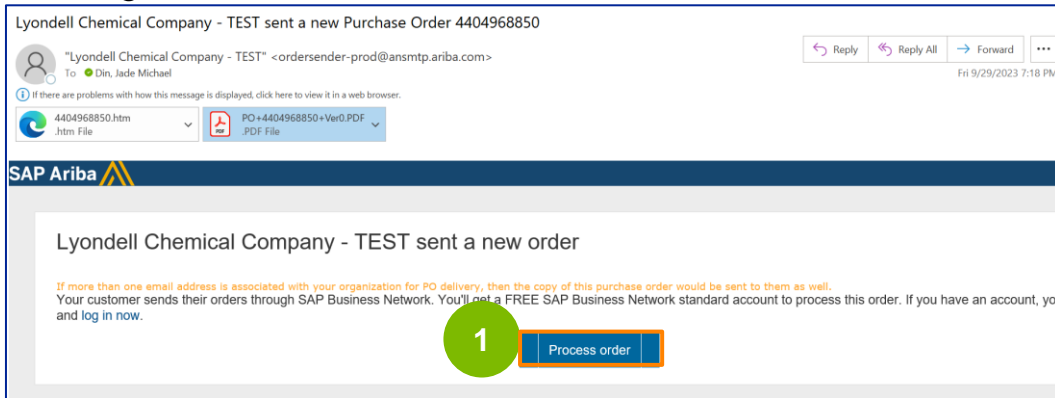
Die folgenden Schritte gelten für **LyondellBasell-Lieferanten**



Bestätigen einer Dienstleistungsbestellung

1

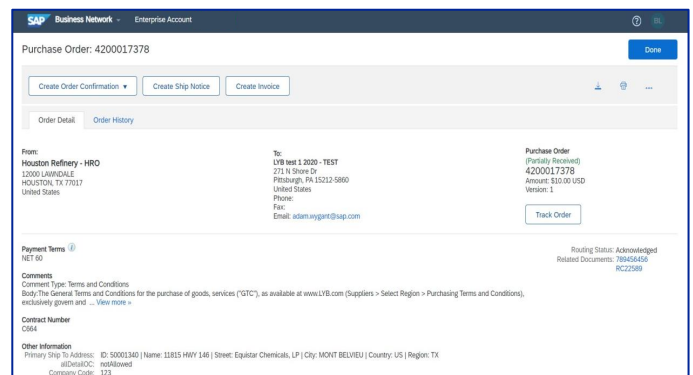
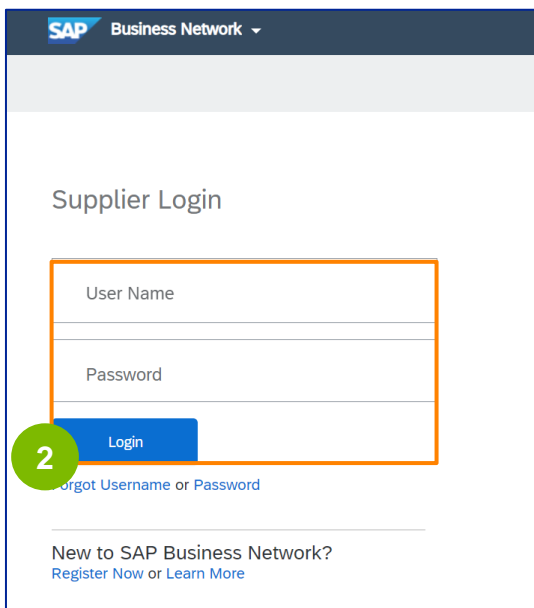
Klicken Sie in der E-Mail mit der Bestellung auf die Schaltfläche **Bestellung bearbeiten**, um auf das [Ariba Network](#) zuzugreifen. Sie erhalten eine E-Mail für jede Bestellung; mehr über die Weiterleitung von Bestellungen erfahren Sie [hier](#).

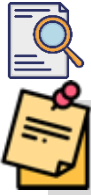


Hinweis: Sie müssen diesen Schritt nicht ausführen, wenn Sie bereits im Ariba Network angemeldet sind.

2

Geben Sie auf der Anmeldeseite des [Ariba Network](#) Ihren **Benutzernamen** und Ihr **Passwort** ein und klicken Sie auf **Anmelden**. Sie werden dann zur Bestellung weitergeleitet.





Bestätigen einer Dienstleistungsbestellung

Hinweis: Sie können die Bestellung auch anzeigen, indem Sie die Bestellnummer in die Suchleiste der Homepage eingeben. Es wird eine Liste von Bestellungen angezeigt. Wählen Sie die gewünschte Bestellung aus, um Details anzuzeigen.

The screenshot shows the SAP Business Network homepage. At the top, there are navigation tabs: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. Below these is a search bar with filters for 'Orders and Releases', 'All customers', and 'Exact match'. The search input field contains the number '4404967917'. Below the search bar, there are two tabs: 'Overview' and 'Getting started'. The main dashboard displays five key metrics for the last 31 days: 186 New orders, 821 Orders, 140 Orders to invoice, 229 Invoices, and 39 Items to confirm.

The screenshot shows the 'Purchase Orders' page in SAP Business Network. It features a search filter section with 'Customer' set to 'All Customers' and 'Order Number' set to 'Exact number' with the value '4404967917'. Below the filters, there is a table of purchase orders. The first row is highlighted with an orange box.

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code	Purchasing C
Order	4404967917	2	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,570.00 USD	14 Sep 2023	Changed			
Order	4404967917	1	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$3,240.00 USD	14 Sep 2023	Obsolated			
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,600.00 USD	13 Sep 2023	Obsolated			

The screenshot shows the details page for Purchase Order: 4404967917. It includes buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. Below these are tabs for 'Order Detail' and 'Order History'. The page is divided into three columns: 'From' (Equistar Chemicals LP), 'To' (LYB test 1 2020 - TEST), and 'Purchase Order' (4404967917, Amount: \$1,570.00 USD). A 'Track Order' button is located at the bottom right.



Bestätigen einer Dienstleistungsbestellung

3

Klicken Sie innerhalb der Bestellung auf die Dropdown-Schaltfläche **Bestellbestätigungen erstellen** und wählen Sie dann die Option **Gesamte Bestellung bestätigen**, um eine vollständige Auftragsbestätigung zu erstellen.

Purchase Order: 4404968348

Create Order Confirmation ▾ Create Ship Notice Create Service Sheet Create Invoice

3

Confirm Entire Order

Update Line Items

Reject Entire Order

From:
Lyondell Chemical Company
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To:
LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Payment Terms ⓘ
NET 60

4

Die Seite Bestätigung der Bestellung wird angezeigt. Geben Sie eine eindeutige Bestätigungsnummer in das Feld **Bestätigungsnummer** ein.

Confirming PO

Exit Next

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 676277

Associated Purchase Order #: 4404968348

Customer: Lyondell Chemical Company - TEST

Supplier Reference: 45676567557

Additional Information

Shipping and Tax Information

Est. Completion Date: 12 Oct 2023

Est. Tax Cost: 15

Comments:



Hinweis: Sie können eine Bestellung mehrmals bestätigen. Wenn LyondellBasell eine neuere Version der Bestellung schickt, müssen Sie sie erneut bestätigen. Wenn Sie Buchstaben in das Feld Bestätigungsnummer eingeben möchten, müssen diese in Großbuchstaben geschrieben sein.



Bestätigen einer Dienstleistungsbestellung

- 5 Geben Sie das Fertigstellungsdatum in das Feld **Geschätztes Fertigstellungsdatum** ein.

SAP Business Network - Enterprise Account

Confirming PO

Exit Next

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

* Indicates required field

Confirmation #: 676277
Associated Purchase Order #: 4404968348
Customer: Lyondell Chemical Company - TEST
Supplier Reference: 45676567557

Additional Information

Shipping and Tax Information

Est. Completion Date:* 12 Oct 2023

Est. Tax Cost: 15

Comments:

- 6 Wenn Sie Kommentare hinzufügen möchten, können Sie dies im Feld **Kommentare** tun.

SAP Business Network - Enterprise Account

Confirming PO

Exit Next

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

* Indicates required field

Confirmation #: 676277
Associated Purchase Order #: 4404968348
Customer: Lyondell Chemical Company - TEST
Supplier Reference: 45676567557

Additional Information

Shipping and Tax Information

Est. Completion Date:* 12 Oct 2023

Est. Tax Cost: 15

Comments:



Bestätigen einer Dienstleistungsbestellung

- 7 Klicken Sie auf die Schaltfläche **Weiter**, um die Seite Auftragsbestätigung überprüfen aufzurufen.

SAP Business Network Enterprise Account

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 676277
Associated Purchase Order #: 4404968348
Customer: Lyondell Chemical Company - TEST
Supplier Reference: 45676567557

Additional Information

Shipping and Tax Information

Est. Completion Date: 12 Oct 2023
Est. Tax Cost: 15
Comments: Example

Exit Next

- 8 Die Seite Bestellbestätigung überprüfen wird angezeigt. Überprüfen Sie die Details der Bestellung. Wenn alle Details korrekt sind, klicken Sie auf **Senden**.

SAP Business Network Enterprise Account

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: 676277
Supplier Reference: 45676567557
Est. Tax Cost: 15.00 EUR
Comments: Example
Attachments:

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
00001	Not Available	Service	1.000 (ZZ)	27 Sep 2023	\$500.00 USD	\$500.00 USD
	TEST SERVICE					

Current Order Status:
1.000 Confirmed With New Date (Estimated Completion Date: 12 Oct 2023)

Previous Submit Exit



Bestätigen einer Dienstleistungsbestellung

9

Sie werden dann zu Ihrer Bestellung weitergeleitet, die nun als bestätigt angezeigt wird.

SAP Business Network - Enterprise Account

Purchase Order: 4404968348

Done

Create Order Confirmation | Create Ship Notice | Create Service Sheet | Create Invoice

Order Detail | Order History

From:
Lyondell Chemical Company
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To:
LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygart@sap.com

Purchase Order (Bestätigt) 4404968348
Amount: \$500.00 USD

Payment Terms: NET 60

Contact Information
Supplier Address
CINTAS CORP
PO BOX 630803
CINCINNATI, OH 45263-0803
United States
Email: MitchellT2@cintas.com
Phone: + () 1-973-374-5800
Fax: + () 800-786-4367

Technical Support
Therryn Roberson
Email: THERRYN.ROBERSON@LYONDELLBASELL.COM

Routing Status: Acknowledged
Related Documents: 676277
42346010
42346010
More(1) »

SAP Business Network - Enterprise Account

Purchase Order: 4404968348

Done

Create Order Confirmation | Create Ship Notice | Create Service Sheet | Create Invoice

Order Detail | Order History

From:
Lyondell Chemical Company
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To:
LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygart@sap.com

Purchase Order (Bestätigt) 4404968348
Amount: \$500.00 USD

Payment Terms: NET 60

Contact Information
Supplier Address
CINTAS CORP
PO BOX 630803
CINCINNATI, OH 45263-0803
United States
Email: MitchellT2@cintas.com
Phone: + () 1-973-374-5800
Fax: + () 800-786-4367

Technical Support
Therryn Roberson
Email: THERRYN.ROBERSON@LYONDELLBASELL.COM

Routing Status: Acknowledged
Related Documents: 676277
42346010
42346010
More(1) »



Hinweis: Alle Dokumente, die auf der Grundlage der Bestellung erstellt wurden, werden im Abschnitt Verwandte Dokumente angezeigt.



Bestätigen einer Materialbestellung

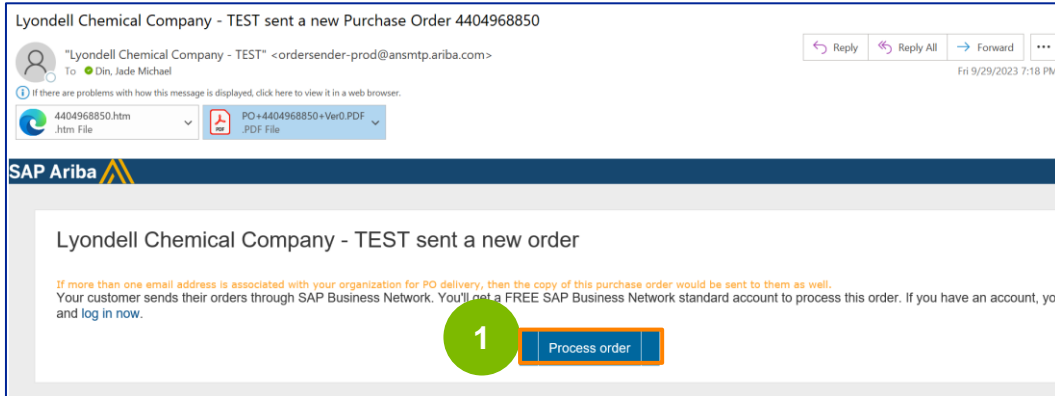
Die folgenden Schritte gelten für **LyondellBasell-Lieferanten**



Bestätigen einer Materialbestellung

1

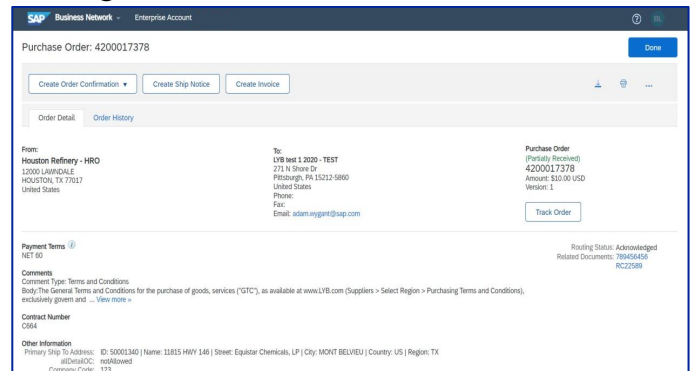
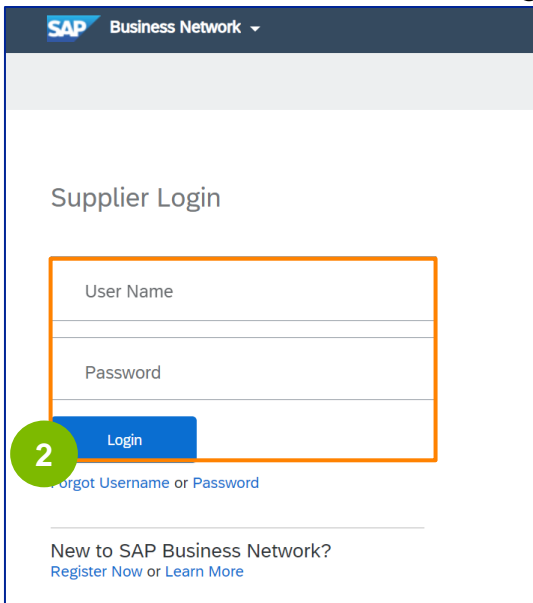
Klicken Sie in der E-Mail mit der Bestellung auf die Schaltfläche **Bestellung bearbeiten**, um auf das [Ariba Network](#) zuzugreifen. Sie erhalten eine E-Mail für jede Bestellung; mehr über die Weiterleitung von Bestellungen erfahren Sie [hier](#).

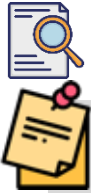


Hinweis: Sie müssen diesen Schritt nicht ausführen, wenn Sie bereits im Ariba Network angemeldet sind.

2

Geben Sie auf der Anmeldeseite des [Ariba Network](#) Ihren **Benutzernamen** und Ihr **Passwort** ein und klicken Sie auf **Anmelden**. Sie werden dann zur Bestellung weitergeleitet.





Bestätigen einer Materialbestellung

Hinweis: Sie können die Bestellung auch anzeigen, indem Sie die Bestellnummer in die Suchleiste der Homepage eingeben. Es wird eine Liste der Bestellungen angezeigt. Wählen Sie die gewünschte Bestellung aus, um Details anzuzeigen.

The screenshot shows the SAP Business Network homepage. At the top, there are navigation tabs: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. A search bar is visible with the text "Orders and Releases", "All customers", "Exact match", and the search number "4404967917". Below the search bar, there are two tabs: "Overview" and "Getting started". The dashboard displays five key metrics:

Metric	Value	Time Period
New orders	186	Last 31 days
Orders	821	Last 31 days
Orders to invoice	140	Last 31 days
Invoices	229	Last 31 days
Items to confirm	39	Last 31 days

The screenshot shows the "Purchase Orders" page in SAP Business Network. It includes search filters for Customer (All Customers) and Order Number (Exact number: 4404967917). Below the filters, there is a table of purchase orders:

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code	Purchasing
Order	4404967917	2	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,570.00 USD	14 Sep 2023	Changed			
Order	4404967917	1	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$3,240.00 USD	14 Sep 2023	Obsoloted			
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,600.00 USD	13 Sep 2023	Obsoloted			

The screenshot shows the details for Purchase Order: 4404967917. It includes buttons for "Create Order Confirmation", "Create Ship Notice", and "Create Invoice". Below these are tabs for "Order Detail" and "Order History". The page displays the following information:

From:
Equistar Chemicals LP
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To:
LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-8880
United States
Phone:
Fax:
Email: adam.wygart@sap.com

Purchase Order (+ Changed):
4404967917
Amount: \$1,570.00 USD
Amount: \$3,240.00 USD
Version: 2 (Previous Version)

Track Order



Bestätigen einer Materialbestellung

3

Klicken Sie innerhalb der Bestellung auf die Dropdown-Schaltfläche **Bestellbestätigungen erstellen** und wählen Sie dann die Option **Gesamte Bestellung bestätigen**, um eine vollständige Auftragsbestätigung zu erstellen.

Purchase Order: 4200017378

Create Order Confirmation ▼ Create Ship Notice Create Invoice

3 Confirm Entire Order Update Line Items Reject Entire Order

From: Houston Refinery - HRO
12000 LAWDALE
HOUSTON, TX 77017
United States

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Purchase Order (Partially Received)
4200017378
Amount: \$10.00 USD
Version: 1

Track Order

Payment Terms NET 60

Comments
Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services ("GTC"), as available at www.LYB.com (Suppliers > Select Region > Purchasing Terms and Conditions), exclusively govern and ... View more »

4

Die Seite Bestätigung der Bestellung wird angezeigt. Geben Sie eine eindeutige Bestätigungsnummer in das Feld **Bestätigungsnummer** ein.

SAP Business Network Enterprise Account

Confirming PO

1 Confirm Entire Order 2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 789456456 4

Associated Purchase Order #: 4200017378

Customer: Lyondell Chemical Company - TEST

Supplier Reference:

Additional Information



Hinweis: Sie können eine Bestellung mehrmals bestätigen. Wenn LyondellBasell eine neuere Version der Bestellung schickt, müssen Sie sie erneut bestätigen.

Wenn Sie im Feld Bestätigungsnummer Buchstaben hinzufügen möchten, müssen diese in Großbuchstaben geschrieben sein.



Bestätigen einer Materialbestellung

- 5 Geben Sie das Versanddatum in das Feld **Geschätztes Versanddatum** ein.

SAP Business Network - Enterprise Account

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 789456456

Associated Purchase Order #: 4200017378

Customer: Lyondell Chemical Company - TEST

Supplier Reference:

Additional Information

Shipping and Tax Information

Est. Shipping Date: 4 Oct 2023

Est. Shipping Cost:

Est. Delivery Date: 11 Oct 2023

Est. Tax Cost:

Comments:

- 6 Geben Sie das Lieferdatum in das Feld **Geschätztes Lieferdatum** ein. Fügen Sie bei Bedarf weitere Kommentare in das Feld **Kommentare** ein.

SAP Business Network - Enterprise Account

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 789456456

Associated Purchase Order #: 4200017378

Customer: Lyondell Chemical Company - TEST

Supplier Reference:

Additional Information

Shipping and Tax Information

Est. Shipping Date: 4 Oct 2023

Est. Shipping Cost:

Est. Delivery Date: 11 Oct 2023

Est. Tax Cost:

Comments: Example



Hinweis: LyondellBasell wird benachrichtigt, wenn Sie einen alternativen Liefertermin bestätigen.



Bestätigen einer Materialbestellung

- 7 Klicken Sie auf die Schaltfläche **Weiter**, um die Seite Auftragsbestätigung prüfen aufzurufen.

SAP Business Network - Enterprise Account

Confirming PO

Exit Next

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 789456456

Associated Purchase Order #: 4200017378

Customer: Lyondell Chemical Company - TEST

Supplier Reference:

Additional Information

Shipping and Tax Information

Est. Shipping Date: 4 Oct 2023

Est. Shipping Cost:

Est. Delivery Date: 11 Oct 2023

Est. Tax Cost:

Comments: Example

- 8 Die Seite Bestellbestätigung überprüfen wird angezeigt. Nehmen Sie sich etwas Zeit, um die Details der Bestellung zu überprüfen. Wenn alle Angaben korrekt sind, klicken Sie auf die Schaltfläche **Senden**, um die Bestellung zu bestätigen.

SAP Business Network - Enterprise Account

Confirming PO

Previous Submit Exit

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: 789456456

Supplier Reference:

Comments: Example

Attachments:

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
1	Services Software	Material	10 (EA)	30 Sep 2023	\$1.00 USD	\$10.00 USD

Current Order Status:
10 Confirmed With New Date (Estimated Shipment Date: 4 Oct 2023; Estimated Delivery Date: 11 Oct 2023)

Previous Submit Exit



Bestätigen einer Materialbestellung

9

Sie werden dann zu Ihrer Bestellung weitergeleitet, die nun als bestätigt angezeigt wird.

Purchase Order: 4200017378

Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

From: Houston Refinery - HRO
12000 LAWNDALE
HOUSTON, TX 77017
United States

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

9 Purchase Order (Bestätigt)
4200017378
Amount: \$10.00 USD
Version: 1

Track Order

Payment Terms: NET 60

Routing Status: Acknowledged
Related Documents: 789456456
RC22589

Comments
Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services ("GTC"), as available at www.LYB.com (Suppliers > Select Region > Purchasing Terms and Conditions), exclusively govern and ... View more >

Contract Number
C664

Other Information
Primary Ship To Address: ID: 50001340 | Name: 11815 HWY 146 | Street: Equistar Chemicals, LP | City: MONT BELVIEU | Country: US | Region: TX
allDetailOC: notAllowed
Company Code: 123

Purchase Order: 4200017378

Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

From: Houston Refinery - HRO
12000 LAWNDALE
HOUSTON, TX 77017
United States

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Purchase Order (Bestätigt)
4200017378
Amount: \$10.00 USD
Version: 1

Track Order

Payment Terms: NET 60

Routing Status: Acknowledged
Related Documents: 789456456
RC22589

Comments
Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services ("GTC"), as available at www.LYB.com (Suppliers > Select Region > Purchasing Terms and Conditions), exclusively govern and ... View more >

Contract Number
C664

Other Information
Primary Ship To Address: ID: 50001340 | Name: 11815 HWY 146 | Street: Equistar Chemicals, LP | City: MONT BELVIEU | Country: US | Region: TX
allDetailOC: notAllowed
Company Code: 123



Hinweis: Alle Dokumente, die auf der Grundlage der Bestellung erstellt wurden, werden im Abschnitt Verwandte Dokumente angezeigt.



Ablehnung der Bestellung

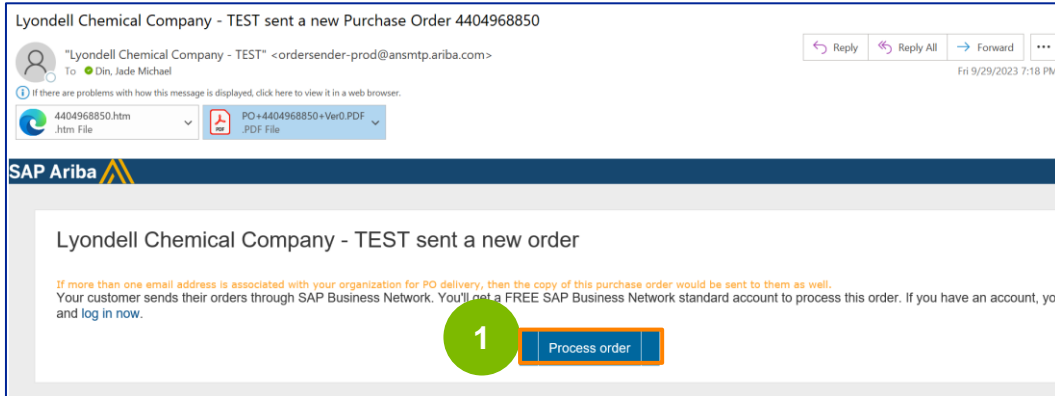
Die folgenden Schritte gelten für **LyondellBasell-Lieferanten**



Ablehnung einer Material- oder Dienstleistungsbestellung

1

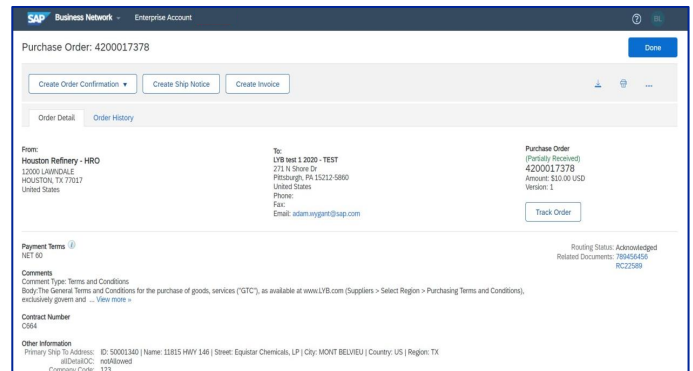
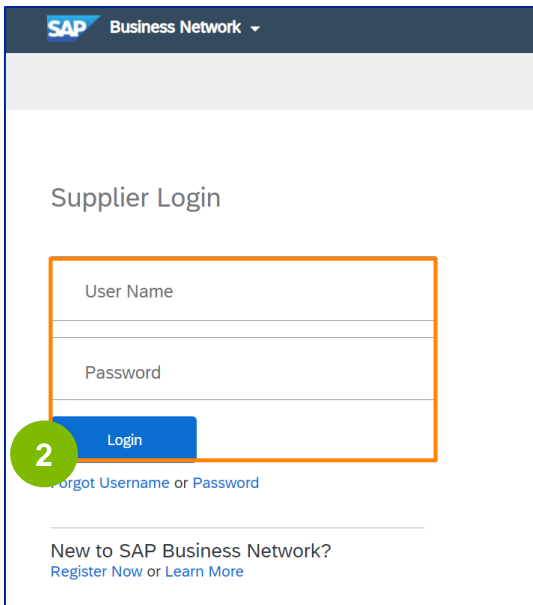
Klicken Sie in der E-Mail mit der Bestellung auf die Schaltfläche **Bestellung bearbeiten**, um auf das [Ariba Network](#) zuzugreifen. Sie erhalten eine E-Mail für jede Bestellung; mehr über die Weiterleitung von Bestellungen erfahren Sie [hier](#).



Hinweis: Sie müssen diesen Schritt nicht ausführen, wenn Sie bereits im Ariba Network angemeldet sind.

2

Geben Sie auf der Anmeldeseite des [Ariba Network](#) Ihren **Benutzernamen** und Ihr **Passwort** ein und klicken Sie auf **Anmelden**. Sie werden dann zur Bestellung weitergeleitet.





Ablehnung einer Material- oder Dienstleistungsbestellung

Hinweis: Sie können die Bestellung auch anzeigen, indem Sie die Bestellnummer in die Suchleiste der Homepage eingeben. Es wird eine Liste von Bestellungen angezeigt. Wählen Sie die gewünschte Bestellung aus, um Details anzuzeigen.

The screenshot shows the SAP Business Network homepage. At the top, there are navigation tabs: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. Below these is a search bar with filters for 'Orders and Releases', 'All customers', and 'Exact match'. The search input field contains the order number '4404967917'. Below the search bar, there are two tabs: 'Overview' and 'Getting started'. The main content area displays five statistics for the last 31 days: 186 New orders, 821 Orders, 140 Orders to invoice, 229 Invoices, and 39 Items to confirm.


The screenshot shows the 'Purchase Orders' page in SAP Business Network. It features a search filter section with 'Customer' set to 'All Customers' and 'Order Number' set to 'Exact number' with the value '4404967917'. Below the filters, there is a table of purchase orders. The first row is highlighted with an orange box.

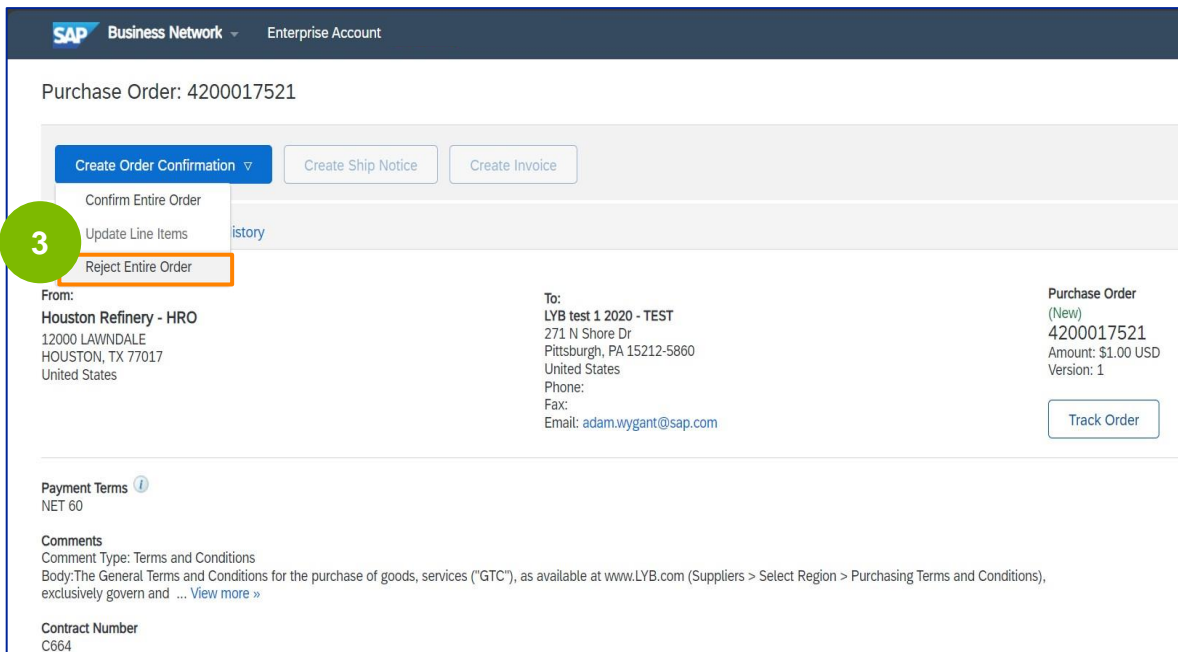
Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code	Purchasing
Order	4404967917	2	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,570.00 USD	14 Sep 2023	Changed			
Order	4404967917	1	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$3,240.00 USD	14 Sep 2023	Obsolated			
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,600.00 USD	13 Sep 2023	Obsolated			

The screenshot shows the details page for Purchase Order: 4404967917. It includes buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. Below these are tabs for 'Order Detail' and 'Order History'. The page is divided into three columns: 'From' (Equistar Chemicals LP), 'To' (LYB test 1 2020 - TEST), and 'Purchase Order' (4404967917, Amount: \$1,570.00 USD). A 'Track Order' button is located at the bottom right.

Ablehnung einer Material- oder Dienstleistungsbestellung

3 Klicken Sie in der Bestellung auf die Dropdown-Schaltfläche **Bestellbestätigungen erstellen** und wählen Sie dann die Option **Gesamte Bestellung ablehnen**, um die gesamte Bestellung abzulehnen.

 **Hinweis:** Das Ablehnen einer Bestellung bedeutet nicht zwangsläufig, dass die Bestellung storniert wird, sondern kann auch dazu verwendet werden, Änderungen an der Bestellung anzufordern (z. B. Preisänderung, Mengenänderung usw.).



The screenshot displays the SAP Business Network interface for a Purchase Order (4200017521). The 'Create Order Confirmation' dropdown menu is open, and the 'Reject Entire Order' option is highlighted with a red box. A green circle with the number '3' is placed over the dropdown menu. The interface also shows the 'From' and 'To' information, payment terms (NET 60), and a 'Track Order' button.

Purchase Order: 4200017521

From: Houston Refinery - HRO
12000 LAWNDALE
HOUSTON, TX 77017
United States


To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Purchase Order (New)
4200017521
Amount: \$1.00 USD
Version: 1

Payment Terms (i)
NET 60

Comments
Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services ("GTC"), as available at www.LYB.com (Suppliers > Select Region > Purchasing Terms and Conditions), exclusively govern and ... View more »

Contract Number
C664

 **Hinweis:** Das Verfahren zur Ablehnung einer Bestellung ist für Material- und Servicebestellungen identisch.



Ablehnung einer Material- oder Dienstleistungsbestellung

4

Das Popup-Fenster **Gesamte Bestellung ablehnen** wird angezeigt. Geben Sie die Bestätigungsnummer in das Feld **Bestätigungsnummer** ein.

The screenshot shows the SAP Business Network interface for a Purchase Order (4200017521). A modal dialog titled "REJECT ENTIRE ORDER" is open. The "Confirmation #" field contains the value "879846546" and is highlighted with a green circle containing the number "4". The "Rejection Reason" field is empty, and the "Comments" field is also empty. The "Reject Order" and "Cancel" buttons are visible at the bottom of the dialog.



Hinweis: Wenn Sie Buchstaben in das Feld Bestätigungsnummer eingeben möchten, müssen diese in Großbuchstaben geschrieben sein.

5

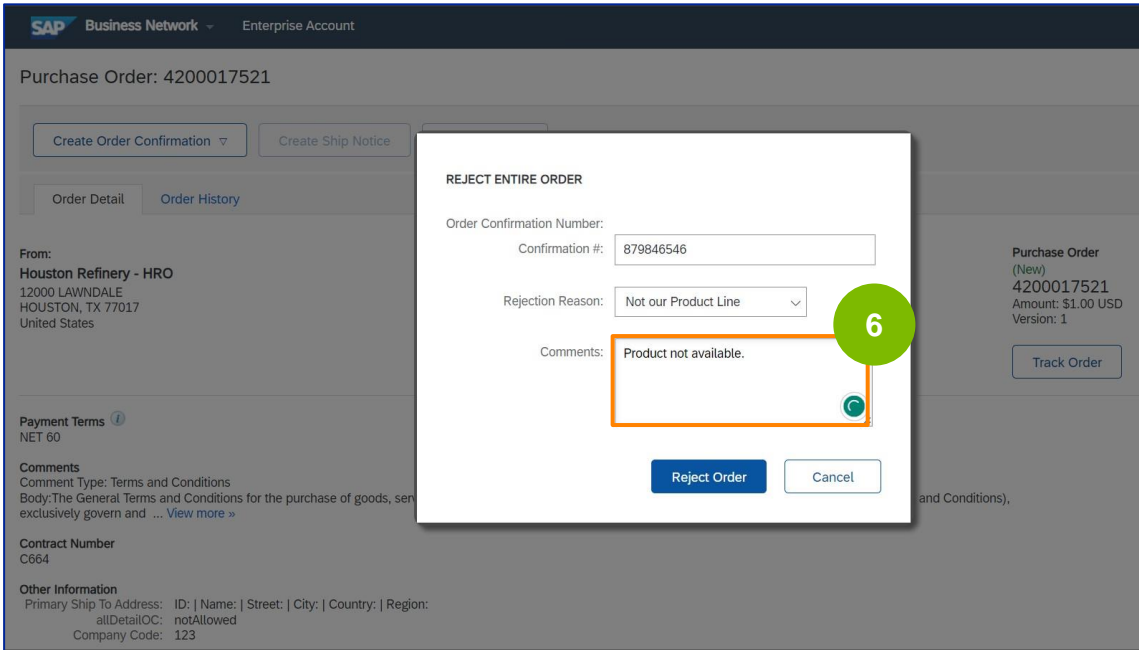
Wählen Sie im Feld **Ablehnungsgrund** den gewünschten Grund für die Ablehnung des Auftrags.

The screenshot shows the same SAP Business Network interface. The "REJECT ENTIRE ORDER" dialog box is open, and the "Rejection Reason" dropdown menu is expanded. The "Please Select" option is highlighted with a green circle containing the number "5". The dropdown menu lists several reasons for rejection, including "Duplicate Order", "Incorrect Delivery Date", "Incorrect Description", "Incorrect Price", "Incorrect Quantity", "Incorrect Stock/Part Number", "Incorrect Supplier Code Used", "Incorrect UOM", "Not our Product Line", and "Unable to Supply Item(s)".

Ablehnung einer Material- oder Dienstleistungsbestellung

6 Bitte geben Sie die Änderungen im Feld **Kommentare** an.

LyondellBasell wird benachrichtigt und ergreift die notwendigen Maßnahmen auf der Grundlage der Kommentare.



Purchase Order: 4200017521

From:
Houston Refinery - HRO
12000 LAWNSDALE
HOUSTON, TX 77017
United States

Payment Terms
NET 60

Comments
Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services and materials shall be governed and controlled by the terms and conditions of the purchase order (and its amendments), which shall prevail over all other terms and conditions, including those on the contract documents, unless otherwise specified in the purchase order.

Contract Number
C664

Other Information
Primary Ship To Address: ID: | Name: | Street: | City: | Country: | Region:
allDetailOC: notAllowed
Company Code: 123

Purchase Order (New)
4200017521
Amount: \$1.00 USD
Version: 1

Track Order

REJECT ENTIRE ORDER

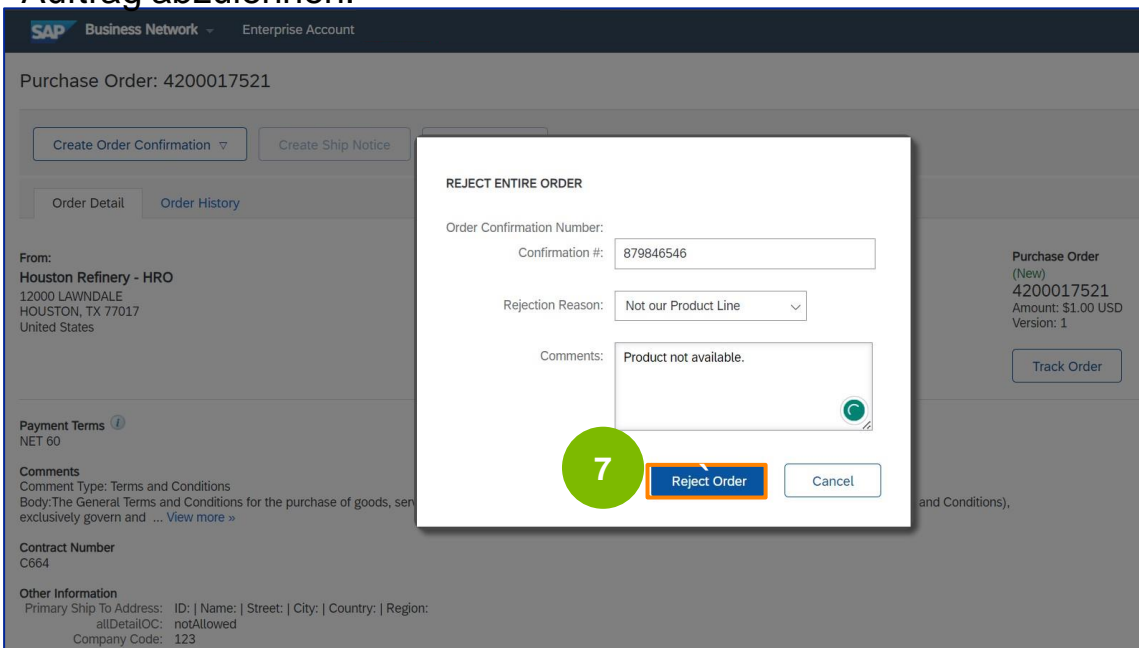
Order Confirmation Number:
Confirmation #: 879846546

Rejection Reason: Not our Product Line

Comments: Product not available.

Reject Order Cancel

7 Klicken Sie auf die Schaltfläche **Auftrag ablehnen**, um den Auftrag abzulehnen.



Purchase Order: 4200017521

From:
Houston Refinery - HRO
12000 LAWNSDALE
HOUSTON, TX 77017
United States

Payment Terms
NET 60

Comments
Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services and materials shall be governed and controlled by the terms and conditions of the purchase order (and its amendments), which shall prevail over all other terms and conditions, including those on the contract documents, unless otherwise specified in the purchase order.

Contract Number
C664

Other Information
Primary Ship To Address: ID: | Name: | Street: | City: | Country: | Region:
allDetailOC: notAllowed
Company Code: 123

Purchase Order (New)
4200017521
Amount: \$1.00 USD
Version: 1

Track Order

REJECT ENTIRE ORDER

Order Confirmation Number:
Confirmation #: 879846546

Rejection Reason: Not our Product Line

Comments: Product not available.

Reject Order Cancel



Ablehnung einer Material- oder Dienstleistungsbestellung

8

Sie werden dann zu Ihrer Bestellung weitergeleitet. Der Status Ihrer Bestellung lautet nun **Abgelehnt** und LyondellBasell wird automatisch benachrichtigt, um die Änderung durchzuführen.

Purchase Order: 4200017521

Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

From: Houston Refinery - HRO
12000 LAWINDALE
HOUSTON, TX 77017
United States

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Purchase Order (Rejected)
4200017521
Amount: \$1.00 USD
Version: 1

Track Order

Payment Terms NET 60

Routing Status: Acknowledged
Related Documents: 879846546

Comments
Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services ("GTC"), as available at www.LYB.com (Suppliers > Select Region > Purchasing Terms and Conditions), exclusively govern and ... View more »



Hinweis: Der Einkäufer von LyondellBasell schickt Ihnen eine überarbeitete Bestellung zur Überprüfung und Bestätigung der neuesten Version.

Purchase Order: 4200017521

Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

From: Houston Refinery - HRO
12000 LAWINDALE
HOUSTON, TX 77017
United States

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Purchase Order (Rejected)
4200017521
Amount: \$1.00 USD
Version: 1

Track Order

Payment Terms NET 60

Routing Status: Acknowledged
Related Documents: 879846546

Comments
Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services ("GTC"), as available at www.LYB.com (Suppliers > Select Region > Purchasing Terms and Conditions), exclusively govern and ... View more »



Hinweis: Alle Dokumente, die auf der Grundlage der Bestellung erstellt wurden, werden im Abschnitt Verwandte Dokumente angezeigt.



Aktualisieren einer Dienstleistungsbestellung nach Position

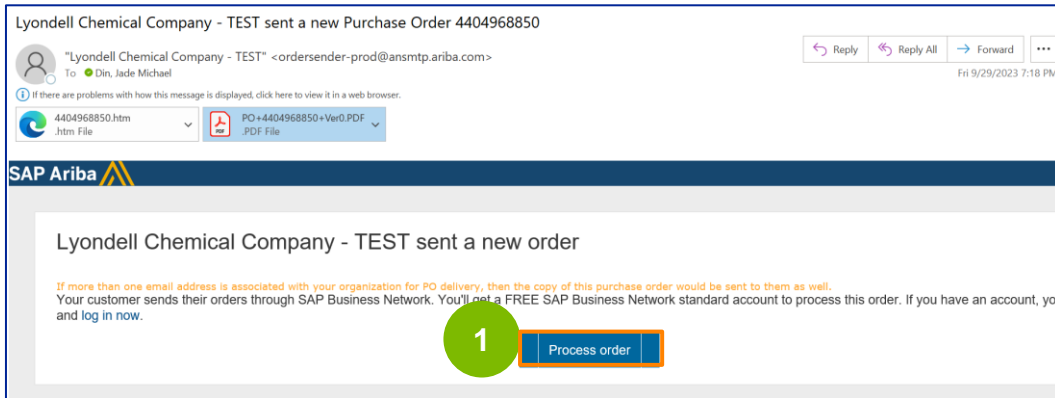
Die folgenden Schritte gelten für **LyondellBasell-Lieferanten**



Aktualisieren einer Dienstleistungsbestellung nach Positionen

1

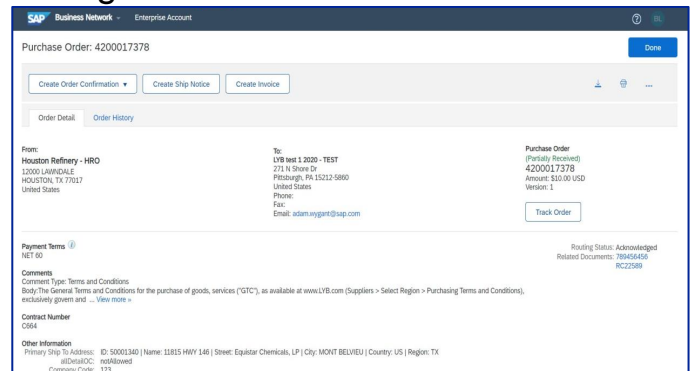
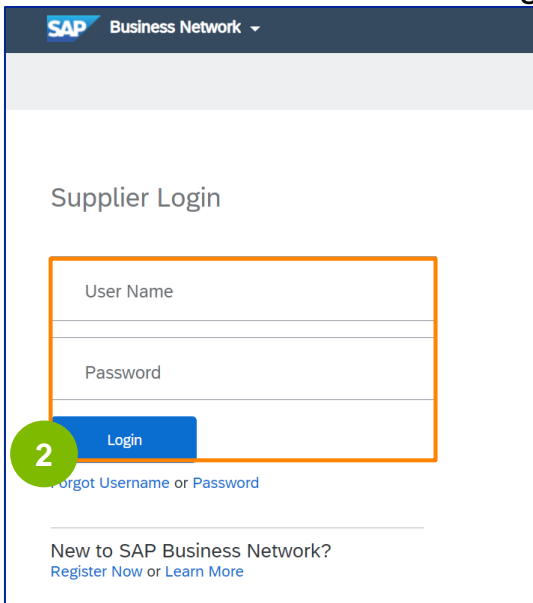
Klicken Sie in der E-Mail mit der Bestellung auf die Schaltfläche **Bestellung bearbeiten**, um auf das [Ariba Network](#) zuzugreifen. Sie erhalten eine E-Mail für jede Bestellung; mehr über die Weiterleitung von Bestellungen erfahren Sie [hier](#).



Hinweis: Sie müssen diesen Schritt nicht ausführen, wenn Sie bereits im Ariba Network angemeldet sind.

2

Geben Sie auf der Anmeldeseite des [Ariba Network](#) Ihren **Benutzernamen** und Ihr **Passwort** ein und klicken Sie auf **Anmelden**. Sie werden dann zur Bestellung weitergeleitet.





Aktualisieren einer Dienstleistungsbestellung nach Positionen

Hinweis: Sie können die Bestellung auch anzeigen, indem Sie die Bestellnummer in die Suchleiste der Homepage eingeben. Es wird eine Liste von Bestellungen angezeigt. Wählen Sie die gewünschte Bestellung aus, um Details anzuzeigen.

The screenshot shows the SAP Business Network homepage. At the top, there are navigation tabs: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. Below the navigation is a search bar with filters for 'Orders and Releases', 'All customers', and 'Exact match'. The search input field contains the order number '4404967917'. Below the search bar, there are two tabs: 'Overview' and 'Getting started'. The main dashboard displays five key metrics for the last 31 days: 186 New orders, 821 Orders, 140 Orders to invoice, 229 Invoices, and 39 Items to confirm.

The screenshot shows the 'Purchase Orders' page in SAP Business Network. It features a search filter section with 'Customer' set to 'All Customers' and 'Order Number' set to 'Exact number' with the value '4404967917'. Below the search filters, there is a table of purchase orders. The first row is highlighted with an orange box.

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code	Purchasing
Order	4404967917	2	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,570.00 USD	14 Sep 2023	Changed			
Order	4404967917	1	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$3,240.00 USD	14 Sep 2023	Obsolated			
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,600.00 USD	13 Sep 2023	Obsolated			

The screenshot shows the details page for Purchase Order: 4404967917. It includes buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. Below these are tabs for 'Order Detail' and 'Order History'. The page displays contact information for the sender (Equistar Chemicals LP) and the recipient (LYB test 1 2020 - TEST). It also shows the purchase order details, including the order number, amount, and version.

From:
Equistar Chemicals LP
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To:
LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-0880
United States
Phone:
Fax:
Email: adam.wygart@sap.com

Purchase Order
(+ Changed)
4404967917
Amount: \$1,570.00 USD
Amount: \$3,240.00 USD
Version: 2 (Previous Version)

Track Order



Aktualisieren einer Dienstleistungsbestellung nach Positionen

3

Klicken Sie innerhalb der Bestellung auf die Dropdown-Schaltfläche **Bestellbestätigungen erstellen** und wählen Sie dann die Option **Positionen aktualisieren**, um die Bestellung zeilenweise zu aktualisieren.

The screenshot displays the SAP Business Network interface for a Purchase Order (4404968770). A green circle with the number '3' highlights the 'Create Order Confirmation' dropdown menu, which is open to show the 'Update Line Items' option. The interface includes sections for 'From' (Houston Refining LP), 'To' (LYB test 1 2020 - TEST), 'Payment Terms' (NET 60), and 'Contact Information' (CINTAS CORP and Technical Support: Dennis Thomas).

Purchase Order: 4404968770

3 **Create Order Confirmation** ▼ Create Ship Notice Create Service Sheet Create Invoice

- Confirm Entire Order
- Update Line Items** history
- Reject Entire Order

From:
Houston Refining LP
1221 McKinney, Suite 700
HOUSTON, TX 77010
United States
Phone:
Fax:

To:
LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Purchase Order (New)
4404968770
Amount: \$100.00 USD

Payment Terms ⓘ
NET 60

Contact Information
Supplier Address
CINTAS CORP
PO BOX 630803
CINCINNATI, OH 45263-0803

Technical Support
Dennis Thomas
Email: DENNIS.THOMAS@LYONDELLBASELL.COM



Hinweis: Im Feld Einzelposten aktualisieren können Sie Einzelposten teilweise bestätigen, zurückstellen oder ablehnen.



Aktualisieren einer Dienstleistungsbestellung nach Positionen

4

Die Seite Bestätigung der Bestellung wird angezeigt. Geben Sie die Bestätigungsnummer in das Feld **Bestätigungsnummer** ein.

The screenshot shows the 'Confirming PO' form in SAP Ariba. On the left, there are two steps: '1 Update Item Status' and '2 Review Confirmation'. The main area is titled 'Order Confirmation Header'. A green circle with the number '4' highlights the 'Confirmation #' field, which contains the value '6564732'. Other fields include 'Associated Purchase Order #: 4404968770', 'Customer: Lyondell Chemical Company - TEST', and 'Supplier Reference:'. Below this is the 'Shipping and Tax Information' section, which includes a checkbox for 'Enter tax information at the line item level.', 'Est. Completion Date:' (with a calendar icon), 'Est. Tax Cost:', and a 'Comments:' text area.



Hinweis: Wenn Sie Buchstaben in das Feld Bestätigungsnummer eingeben möchten, müssen diese in Großbuchstaben geschrieben sein.

5

Geben Sie das Fertigstellungsdatum in das Feld **Geschätztes Fertigstellungsdatum** ein.

This screenshot is similar to the previous one, showing the 'Confirming PO' form. In this step, a green circle with the number '5' highlights the 'Est. Completion Date:' field, which now contains the date '19 Oct 2023'. The 'Confirmation #' field still contains '6564732'. The rest of the form structure is identical to the previous screenshot.



Aktualisieren einer Dienstleistungsbestellung nach Positionen

6

Blättern Sie nach unten zum Abschnitt Positionen und aktualisieren Sie die Felder Bestätigen oder Ablehnen. Klicken Sie auf die Schaltfläche **Details**, um die Zeilendetails für das Feld Bestätigen zu aktualisieren.

The screenshot shows the 'Line Items' section of an SAP Ariba order confirmation page. It features a table with columns: Line #, Part # / Description, Customer Part #, Type, Qty (Unit), Need By, Unit Price, and Subtotal. The first row is expanded to show details for line item 00001, which is 'Not Available' and a 'Service' type. Below the table, there are radio buttons for 'Confirm' (selected) and 'Reject'. A 'Details' button is highlighted with a green circle and the number 6. Other elements include a date field for 'Estimated Completion Date' (19 Oct 2023), a 'Please Select' dropdown, and an attachment section with 'Choose File' and 'Add Attachment' buttons.

7

Die Seite Details wird angezeigt. Hier können Sie die Position anzeigen oder Änderungen vornehmen. Sie können zum Beispiel das Fertigstellungsdatum aktualisieren und Kommentare hinzufügen. Klicken Sie auf **OK**, um Ihre Auswahl zu bestätigen und fortzufahren.

The screenshot shows the 'Details' page for a line item in SAP Ariba. The page title is 'SAP Business Network - Enterprise Account'. The main content area displays a table with columns: Line No., Part # / Description, Qty, Unit, Need By, Ship By, Unit Price, and Subtotal. The first row shows line item 00001, 'Not Available', with a quantity of 1,000 and unit 'ZZ'. Below the table, there is a 'New Order Status: 1.000 Confirmed' message. The 'Est. Completion Date' is set to '19 Oct 2023'. A 'Comments' field contains the text 'Example'. At the top right, there are 'OK' and 'Cancel' buttons, with the 'OK' button highlighted by a green circle and the number 7. At the bottom right, there are also 'OK' and 'Cancel' buttons.



Aktualisieren einer Dienstleistungsbestellung nach Positionen

8

Wenn Sie eine Position ablehnen möchten, müssen Sie einen Ablehnungsgrund auswählen und ggf. Kommentare hinzufügen.

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal						
00001	Not Available TEST SERVICE		Service		3 Oct 2023		\$100.00 USD						
	<input type="radio"/> Confirm <input type="button" value="Details"/> (Comments: Example; Estimated Completion Date: 19 Oct 2023)												
	<input checked="" type="radio"/> Reject - Please specify a reason: <input type="text" value="Unable to Supply Item"/> <input type="text" value="Unable to Supply Item"/>												
00001.unknown	Not Available SERVIZI PER COSTI DI STRUMENTAZ. (L680)	I5113000100	Service	1.000 (Z1J)		\$100.00 USD	\$100.00 USD						
Attachments:													
<table border="1"><thead><tr><th>Name</th><th>Size (bytes)</th><th>Content Type</th></tr></thead><tbody><tr><td colspan="3">No items</td></tr></tbody></table>								Name	Size (bytes)	Content Type	No items		
Name	Size (bytes)	Content Type											
No items													
<input type="button" value="Choose File"/> No file chosen <input type="button" value="Add Attachment"/>													
The total size of all attachments cannot exceed 10MB													
<input type="button" value="Confirm All"/> ⓘ													

9

Klicken Sie auf die Schaltfläche **Weiter**, um die Seite zur Bestätigung der Überprüfung aufzurufen.

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal						
00001	Not Available TEST SERVICE		Service		3 Oct 2023		\$100.00 USD						
	<input type="radio"/> Confirm <input type="button" value="Details"/>												
	<input checked="" type="radio"/> Reject - Please specify a reason: <input type="text" value="Unable to Supply Item"/> <input type="text" value="Unable to Supply Item"/>												
00001.unknown	Not Available SERVIZI PER COSTI DI STRUMENTAZ. (L680)	I5113000100	Service	1.000 (Z1J)		\$100.00 USD	\$100.00 USD						
Attachments:													
<table border="1"><thead><tr><th>Name</th><th>Size (bytes)</th><th>Content Type</th></tr></thead><tbody><tr><td colspan="3">No items</td></tr></tbody></table>								Name	Size (bytes)	Content Type	No items		
Name	Size (bytes)	Content Type											
No items													
<input type="button" value="Choose File"/> No file chosen <input type="button" value="Add Attachment"/>													
The total size of all attachments cannot exceed 10MB													
<input type="button" value="Confirm All"/> ⓘ													
<input type="button" value="Exit"/> <input checked="" type="button" value="Next"/>													

9



Aktualisieren einer Dienstleistungsbestellung nach Positionen

10

Die Seite Bestellbestätigung überprüfen wird angezeigt. Nehmen Sie sich etwas Zeit, um die Details der Bestellung zu überprüfen. Wenn alle Angaben korrekt sind, klicken Sie auf die Schaltfläche **Senden**, um die Bestellung zu bestätigen.

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal
00001	Not Available TEST SERVICE		Service		3 Oct 2023		\$100.00 USD
00001 unknown	Not Available SERVIZI PER COSTI DI STRUMENTAZ. (L.680)	IS113000100	Service	1.000 (2LJ)		\$100.00 USD	\$100.00 USD

11

Sie werden dann zu Ihrer Bestellung weitergeleitet, die nun als bestätigt angezeigt wird.

From: Houston Refining LP
1221 McKinney, Suite 700
HOUSTON, TX 77010
United States
Phone:
Fax:

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.vuygent@sap.com

Payment Terms: NET 60

Contact Information:
Supplier Address
CINTAS CORP
PO BOX 630603
CINCINNATI, OH 45263-0803
United States
Email: kltinshell72@cintas.com
Phone: + (513) 973-374-5800
Fax: + (513) 800-768-4387
Purchasing Agent
ARIBA CONTRCT ITEM
Email: lybchamps@ariba.com
Phone: + (513) ARIBA ITEMS

Technical Support:
Dennis Thomas
Email: DENNIS.THOMAS@LYONDELLBASELL.COM

Purchase Order:
(Bestellg#)
4404968770
Amount: \$100.00 USD

Routing Status: Acknowledged
Related Documents: 6564732
6564732



Aktualisieren einer Dienstleistungsbestellung nach Positionen

- 12 Sie werden dann zu Ihrer Bestellung weitergeleitet, die nun als bestätigt angezeigt wird.

Purchase Order: 4404968770

Create Order Confirmation | Create Ship Notice | Create Service Sheet | Create Invoice

Order Details | Order History

From: Houston Refining LP
1221 McKinney, Suite 700
HOUSTON, TX 77010
United States
Phone:
Fax:

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.vygart@sap.com

Purchase Order (Bestellr)
4404968770
Amount: \$100.00 USD

Payment Terms: NET 60

Contact Information
Supplier Address
CINTAS CORP
PO BOX 639803
CINCINNATI, OH 45263-0803
United States
Email: MitchellT@cintas.com
Phone: + () 513-734-5900
Fax: + () 603-788-4397
Purchasing Agent
ARIBA CONTRACT ITEM
Email: lycitemp@ariba.com
Phone: + () ARIBA ITEMS

Technical Support
Dennis Thomas
Email: DENNIS.THOMAS@LYONDELLBASELL.COM

Routing Status: Acknowledged
Related Documents: 6564732
6564732

12



Hinweis: Alle Dokumente, die auf der Grundlage der Bestellung erstellt wurden, werden im Abschnitt Verwandte Dokumente angezeigt.

Alle Positionen, die eine Aktion erfordern (d.h. abgelehnt werden), werden in einer neuen Version der Bestellung zurückgeschickt, die dann überprüft und erneut bestätigt werden muss.



Aktualisieren einer Materialbestellung nach Position

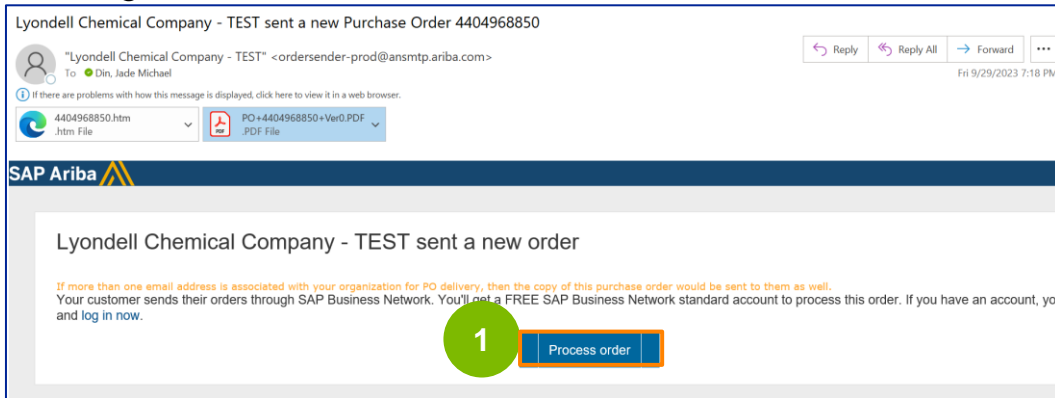
Die folgenden Schritte gelten für **LyondellBasell-Lieferanten**



Aktualisieren einer Materialbestellung nach Positionen

1

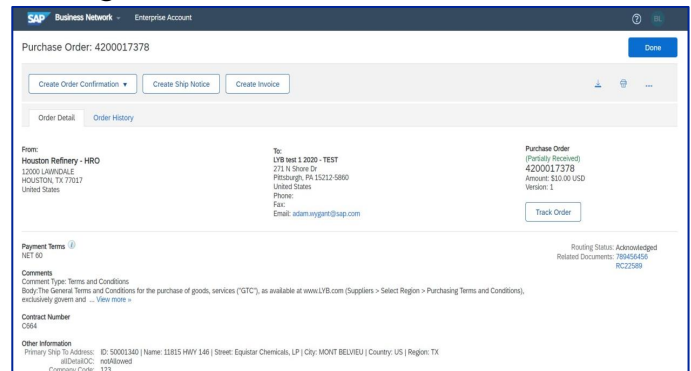
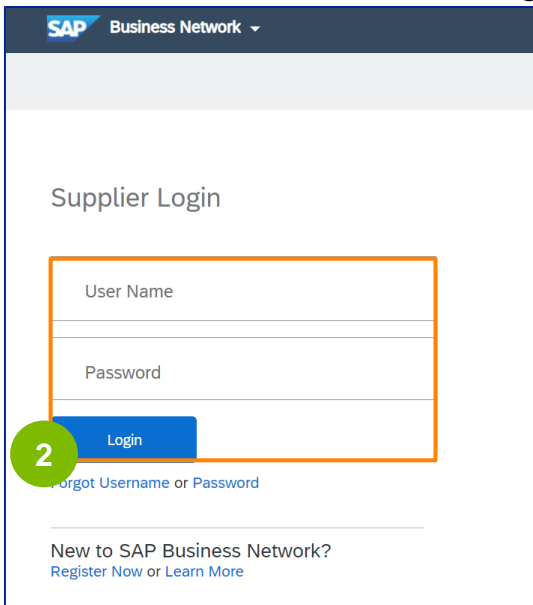
Klicken Sie in der E-Mail mit der Bestellung auf die Schaltfläche **Bestellung bearbeiten**, um auf das [Ariba Network](#) zuzugreifen. Sie erhalten eine E-Mail für jede Bestellung; mehr über die Weiterleitung von Bestellungen erfahren Sie [hier](#).



Hinweis: Sie müssen diesen Schritt nicht ausführen, wenn Sie bereits im Ariba Network angemeldet sind.

2

Geben Sie auf der Anmeldeseite des [Ariba Network](#) Ihren **Benutzernamen** und Ihr **Passwort** ein und klicken Sie auf **Anmelden**. Sie werden dann zur Bestellung weitergeleitet.





Aktualisieren einer Materialbestellung nach Positionen

Hinweis: Sie können die Bestellung auch anzeigen, indem Sie die Bestellnummer in die Suchleiste der Homepage eingeben. Es wird eine Liste von Bestellungen angezeigt. Wählen Sie die gewünschte Bestellung aus, um Details anzuzeigen.

The screenshot shows the SAP Business Network homepage. At the top, there are navigation tabs: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. Below these is a search bar with the following filters: Orders and Releases, All customers, Exact match, and a search input field containing the order number 4404967917. Below the search bar, there are two tabs: Overview and Getting started. The main content area displays five key metrics for the last 31 days: 186 New orders, 821 Orders, 140 Orders to invoice, 229 Invoices, and 39 Items to confirm.

The screenshot shows the 'Purchase Orders' page in SAP Business Network. It features a search filter section with 'Customer' set to 'All Customers' and 'Order Number' set to 'Exact number' with the value '4404967917'. Below the search filters, there is a table of purchase orders. The first row is highlighted with an orange box.

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code	Purchasing C
Order	4404967917	2	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,570.00 USD	14 Sep 2023	Changed			
Order	4404967917	1	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$3,240.00 USD	14 Sep 2023	Obsoloted			
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,600.00 USD	13 Sep 2023	Obsoloted			

The screenshot shows the details page for Purchase Order: 4404967917. At the top, there are buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. Below these are tabs for 'Order Detail' and 'Order History'. The main content area is divided into 'From' and 'To' sections. The 'From' section lists Equistar Chemicals LP, 1221 McKinney, Suite 300, HOUSTON, TX 77010, United States. The 'To' section lists LYB test 1 2020 - TEST, 271 N Shore Dr, Pittsburgh, PA 15212-0880, United States. The 'Purchase Order' section shows the order number 4404967917, amount \$1,570.00 USD, and version 2. A 'Track Order' button is located at the bottom right.



Aktualisieren einer Materialbestellung nach Positionen

3

Klicken Sie innerhalb der Bestellung auf die Dropdown-Schaltfläche **Auftragsbestätigungen erstellen** und wählen Sie dann die Option **Positionen aktualisieren**, um die Bestellung zeilenweise zu aktualisieren.

The screenshot displays the SAP Business Network interface for a purchase order (4404969251). The 'Create Order Confirmation' dropdown menu is open, and the 'Update Line Items' option is highlighted. The interface includes contact information for Lyondell Chemical Company and technical support details for Therryn Roberson.

Purchase Order: 4404969251

Buttons: Create Order Confirmation (selected), Create Ship Notice, Create Service Sheet, Create Invoice

Dropdown Menu Options: Confirm Entire Order, Update Line Items (selected), Reject Entire Order

From: Lyondell Chemical Company
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Payment Terms: NET 60

Contact Information
Supplier Address
EXAMPLE SUPPLIER
1221 MCKINNEY STRET
HOUSTON, TX 77010
United States
Email: example@lyondellbasell.com
Phone: + () 1 1234567890
Fax: + () 800-786-4367
Purchasing Agent
BRITTANY VANRIGHT
Email: brittany.vanright@lyondellbasell.com
Phone: + () 281 452 8783

Technical Support
Therryn Roberson
Email: THERRYN.ROBERSON@LYONDELLBASELL.COM

Other Information
PurchaseOrg: OPER

Attachments
PO 4404969251 Ver0.PDF (application/pdf, charset=UTF-8)



Hinweis: Verwenden Sie das Feld Positionen aktualisieren, wenn Sie Bestellungen mit mehreren Positionen prüfen, die Sie bestätigen, ablehnen oder aktualisieren möchten.



Aktualisieren einer Materialbestellung nach Positionen

4

Die Seite Bestätigung der Bestellung wird angezeigt. Geben Sie die Bestätigungsnummer in das Feld **Bestätigungsnummer** ein.

Confirming PO Exit Next

1 Update Item Status ▼ Order Confirmation Header * Indicates required field

2 Review Confirmation

Confirmation #: CONF1234

Associated Purchase Order #: PO00004

Customer: Ben's Company - TEST

Supplier Reference:

Shipping and Tax Information

Enter shipping and tax information at the line item level.

Est. Shipping Date: 27 Aug 2023 Est. Shipping Cost:

Est. Delivery Date: Est. Tax Cost:

Comments:



Hinweis: Wenn Sie Buchstaben in das Feld Bestätigungsnummer eingeben möchten, müssen diese in Großbuchstaben geschrieben sein.

5

Geben Sie das Versanddatum in das Feld **Geschätztes Versanddatum** ein.

Confirming PO Exit Next

1 Update Item Status ▼ Order Confirmation Header * Indicates required field

2 Review Confirmation

Confirmation #: CONF1234

Associated Purchase Order #: PO00004

Customer: Ben's Company - TEST

Supplier Reference:

Shipping and Tax Information

Enter shipping and tax information at the line item level.

Est. Shipping Date: 27 Aug 2023 Est. Shipping Cost:

Est. Delivery Date: Est. Tax Cost:

Comments:



Aktualisieren einer Bestellung nach Positionen

6

Geben Sie das Lieferdatum in das Feld **Geschätztes Lieferdatum** ein. Fügen Sie bei Bedarf weitere Kommentare in das Feld **Kommentare** ein.

Confirming PO

Exit Next

1 Update Item Status

2 Review Confirmation

Order Confirmation Header * Indicates required field

Confirmation #: CONF1234

Associated Purchase Order #: PO00004

Customer: Ben's Company - TEST

Supplier Reference:

Shipping and Tax Information

Enter shipping and tax information at the line item level.

Est. Shipping Date: 27 Aug 2023 Est. Shipping Cost:

Est. Delivery Date: 3 Oct 2023 Est. Tax Cost:

Comments:

7

Blättern Sie nach unten zum Abschnitt Positionen und aktualisieren Sie die Felder Bestätigen, Zurückstellen oder Ablehnen. Zum Beispiel wurde im Feld Bestätigen die Menge 20 hinzugefügt. Klicken Sie auf die Schaltfläche **Details**, um die Details der Position anzuzeigen.

Line Items

Line #	Part # / Description	Qty (Unit)	3 Oct 2023	Unit Price	Subtotal
10	Test-1178 test item	20 (C62)	1 Oct 2023	150.00 EUR	3,000.00 EUR
Current Order Status					
<input checked="" type="radio"/> 20 Unconfirmed					
Confirm: 20		Backorder:		Reject:	Details
Attachments:					
Name Size (bytes) Content Type					
No items					
Choose File No file chosen Add Attachment					
The total size of all attachments cannot exceed 10MB					
20	Test-1179 test item	50 (C62)	1 Oct 2021	100.00 EUR	5,000.00 EUR
Current Order Status					
<input checked="" type="radio"/> 50 Unconfirmed					



Anmerkung: Wenn Sie eine Position ablehnen möchten, müssen Sie einen Grund für die Ablehnung auswählen und eine Beschreibung hinzufügen.



Aktualisieren einer Materialbestellung nach Positionen

Die Positionsdetails werden mit den aktualisierten Angaben angezeigt. Geben Sie das

8

Versanddatum in das Feld **Geschätztes Versanddatum** ein. Sie können auch zusätzliche Details wie Stückpreis, Lieferantenteil oder zusätzliche Kommentare hinzufügen.

The screenshot shows a form for updating order details. At the top right, there are 'OK' and 'Cancel' buttons. Below is a table with the following data:

Item	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
10	Test-1178 test item	20	C62	3 Oct 2023		150.00 EUR	3,000.00 EUR

Below the table, the 'New Order Status' is '20 Confirmed'. The 'Est. Shipping Date' field is highlighted with a green circle containing the number 8 and contains the value '27 Aug 2023'. Other fields include 'Est. Delivery Date' (3 Oct 2023), 'Unit Price' (150.00 EUR), 'Supplier Part' (Test-1178), and 'Description' (test item).



Hinweis: Dieser Bildschirm sieht anders aus, wenn Sie den Auftrag zurückstellen oder ablehnen möchten.

9

Geben Sie das Lieferdatum in das Feld **Geschätztes Lieferdatum** ein, und klicken Sie auf die Schaltfläche **OK**, um die Angaben zu bestätigen und zur Seite Bestellung zurückzukehren.

The screenshot shows the same form as above, but with the 'Est. Delivery Date' field highlighted by a green circle containing the number 9. The 'OK' button at the top right is also highlighted with a blue box. The 'Need By' date in the table is now '3 Oct 2023 ;'. The 'Est. Shipping Date' remains '27 Aug 2023'.



Aktualisieren einer Materialbestellung nach Positionen

10

Optional: Sie können Anhänge auf der Ebene der Kopfzeile oder der Zeile hinzufügen. Klicken Sie auf die Schaltfläche **Datei auswählen**, um eine Anlage hinzuzufügen.

Choose File No file chosen Add Attachment

The total size of all attachments cannot exceed 10MB

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price
10	Test-1178 test item	20 (C62)	3 Oct 2023	150.00 EUR

Current Order Status

20 confirmed

Confirm: Backorder: Reject:

Attachments:

Name	Size (bytes)	Content Type
No items		

Choose File No file chosen Add Attachment



Hinweis: Die Anhänge dienen nur der Aufbewahrung und werden nicht an die Käufer verschickt.

11

Klicken Sie auf die Schaltfläche **Weiter**, um die Seite zur Bestätigung der Überprüfung aufzurufen.

27 Aug 2023

50 Backordered (Estimated Shipment Date: 27 Aug 2021; Estimated Delivery Date: 3 Oct 2023)

Confirm: Backorder: Reject: Details ⓘ

Attachments:

Name	Size (bytes)	Content Type
No items		

Choose File No file chosen Add Attachment

The total size of all attachments cannot exceed 10MB

↳ Confirm All ⓘ

Exit Next

11



Aktualisieren einer Materialbestellung nach Positionen

12

Die Seite Bestellbestätigung überprüfen wird angezeigt. Nehmen Sie sich etwas Zeit, um die Details der Bestellung zu überprüfen. Wenn alle Angaben korrekt sind, klicken Sie auf die Schaltfläche **Senden**, um die Bestellung zu bestätigen.

Confirming PO

Previous **Submit** Exit

12

1 Update Item Status

2 Review Confirmation

Confirmation #: CONF1234
Supplier Reference:
Est. Shipping Date: 27 Aug 2023

Attachments:

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
10	Test-1178 test item	20 (C62)	3 Oct 2023	150.00 EUR	3,000.00 EUR
Current Order Status: 20 confirmed					
20	Test-1179 test item	50 (C62)	3 Oct 2023	100.00 EUR	5,000.00 EUR
Current Order Status: 50 Backordered (Estimated Shipment Date: 27 Aug 2021; Estimated Delivery Date: 31 Aug 2021)					

Previous **Submit** Exit

13

Sie werden dann zu Ihrer Bestellung weitergeleitet, die nun als bestätigt angezeigt wird.

Purchase Order: PO00004

13 Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

From: Customer
Energie
Address ID: PO3

To: Testtest - TEST
Langwasserstrasse
90001 Nurnberg
Germany
Phone:
Fax:
Email:

Purchase Order
(Partially Confirmed)
PO00004
Amount: 8,000.00 EUR

Comments
Header level comments like Terms and Conditions etc.

Routing Status: Acknowledged
Related Documents: CONF1234
CONF1234

Contact Information
Requisitioner Address
Requisitioner user name
New Street
London
L12345
United Kingdom
Email: requisitioner@test.com
Address ID: 10000199

Supplier Address
Supplier Company Ltd Bureau
New Street
London
LN155PP
United Kingdom
Address ID: SUP00



Aktualisieren einer Materialbestellung nach Positionen

Purchase Order: PO00004 Done

Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼ ↓ 📄 ...

Order Detail Order History

From: Customer Energie Address ID: PO3	To: Testtest - TEST Langwasserstrasse 90001 Nurnberg Germany Phone: Fax: Email:	Purchase Order (Partially Confirmed) PO00004 Amount: 8,000.00 EUR
---	--	--

Comments
Header level comments like Terms and Conditions etc.

Contact Information
Requisitioner Address
Requisitioner user name
New Street
London
L12345
United Kingdom
Email: requisitioner@test.com
Address ID: 10000199

Supplier Address
Supplier Company Ltd Bureau
New Street
London
LN155PP
United Kingdom
Address ID: SUP00

Routing Status: Acknowledged
Related Documents: CONF1234
CONF1234



Hinweis: Alle Dokumente, die auf der Grundlage der Bestellung erstellt wurden, werden im Abschnitt Verwandte Dokumente angezeigt.

Alle Positionen, die eine Maßnahme erfordern (z. B. Ablehnung), werden in einer neuen Version der Bestellung zurückgeschickt, die von LyondellBasell überprüft und erneut bestätigt werden muss.



Dankeschön



Italian



Conferma d'ordine della rete Ariba

Aiuto al lavoro

Publicato: Ottobre 2023
Proprietario: Team Source-to-Pay



Scopo

Lo scopo di questo aiuto al lavoro è quello di fornire una guida passo-passo su come confermare, rifiutare o aggiornare un ordine di acquisto per voce nella rete Ariba.



Pubblico di riferimento

Questo aiuto al lavoro è rivolto ai seguenti ruoli:

- **Fornitori abilitati alla rete Ariba di LyondellBasell**

Indice dei contenuti



Navigare nel manuale selezionando la sezione appropriata:

- **Conferma di un ordine di acquisto di servizi**
- **Conferma di un ordine di acquisto di materiale**
- **Rifiuto di un ordine di acquisto**
- **Aggiornamento di un ordine di acquisto di servizi per voce di riga**
- **Aggiornamento di un ordine di acquisto di materiale per voce di riga**



Riferimenti

È possibile consultare ulteriori informazioni qui:

- **Sito del fornitore di LyondellBasell**



Processo Procure-to-Pay: Riconoscimento dell'ordine di acquisto

1

Riconoscimento dell'OP

2

Conferma dell'ordine

3

Notifica di spedizione avanzata

4

Ricevuta della merce

5

Fattura

La rete Ariba riconosce la ricezione di un ordine di acquisto. Una volta impostato l'instradamento elettronico degli ordini, riceverete automaticamente una notifica via e-mail relativa all'ordine di acquisto.

La conferma dell'ordine di acquisto conferma solo la ricezione dell'ordine stesso. Dovrete comunque controllare e verificare i dettagli dell'ordine di acquisto.



Processo Procure-to-Pay: Conferma d'ordine

1

Riconoscimento dell'OP

2

Conferma dell'ordine

3

Notifica di spedizione avanzata

4

Ricevuta della merce

5

Fattura

Ogni ordine, comprese le nuove versioni, deve essere **confermato** o **rifiutato** tramite la rete Ariba.

Eseguire una delle seguenti opzioni per rispondere a un ordine.

Opzione 1

Confermare l'intero ordine



1. Accettazione del prezzo, della quantità, della descrizione dell'articolo, dei termini di pagamento e dell'evasione.
2. Proporre una data di consegna alternativa (facoltativo)

Opzione 2

Rifiutare l'intero ordine



1. Selezionare il codice di rifiuto
2. Motivo del rifiuto dell'ingresso (commenti)

Nota: il rifiuto dell'ordine non annulla l'ordine stesso.

Opzione 3

Aggiornare le voci di riga



1. Confermare o rifiutare per livello di linea (si applicano le regole di cui sopra)



Conferma di un ordine di acquisto di servizi

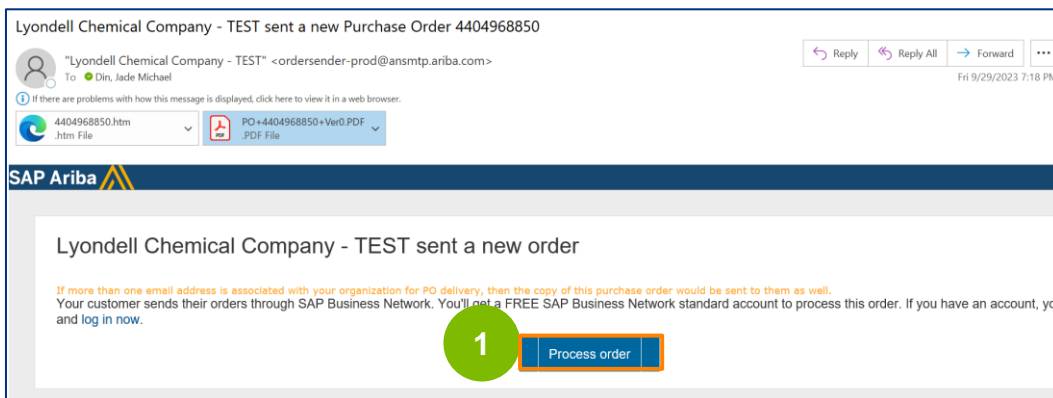
Le seguenti fasi sono destinate ai **Fornitori LyondellBasell**



Conferma di un ordine di acquisto di servizi

1

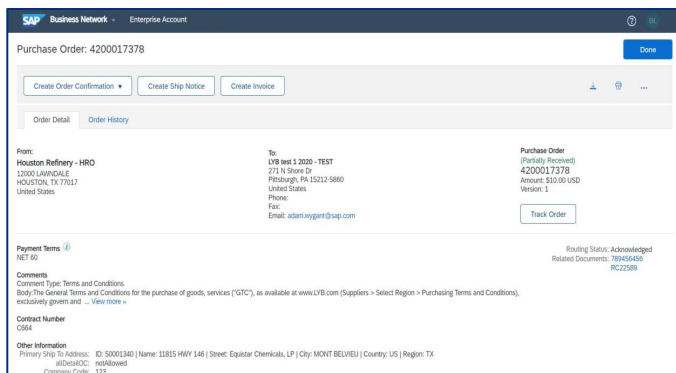
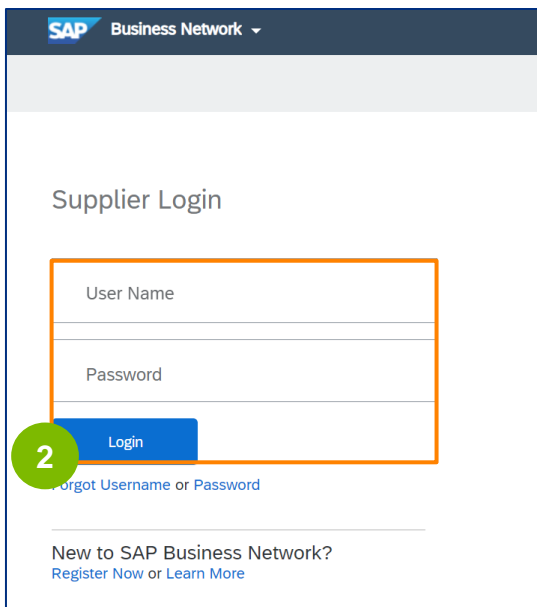
Fate clic sul pulsante **Elabora ordine** nell'e-mail dell'ordine di acquisto per accedere alla [rete Ariba](#). Riceverete un'e-mail per ogni ordine di acquisto; per saperne di più sull'instradamento degli ordini, [cliccate qui](#).

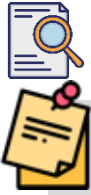


Nota: non è necessario eseguire questo passaggio se si è già effettuato l'accesso alla rete Ariba.

2

Inserite il vostro **nome utente** e la vostra **password** nella pagina di accesso alla [rete Ariba](#) e fate clic su **Login**. Verrete quindi reindirizzati all'ordine di acquisto.





Conferma di un ordine di acquisto di servizi

Nota: è possibile visualizzare l'ordine di acquisto anche inserendo il numero di ordine di acquisto nella barra di ricerca della homepage. Viene visualizzato un elenco di ordini di acquisto; selezionare l'ordine di acquisto desiderato per visualizzarne i dettagli.

The screenshot shows the SAP Business Network homepage. At the top, there are navigation tabs: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. Below these is a search bar with filters for 'Orders and Releases', 'All customers', and 'Exact match'. The search input field contains the order number '4404967917'. Below the search bar, there are two tabs: 'Overview' and 'Getting started'. The main dashboard displays five key metrics for the last 31 days: 186 New orders, 821 Orders, 140 Orders to invoice, 229 Invoices, and 39 Items to confirm.

The screenshot shows the 'Purchase Orders' page in SAP Business Network. It features a search filter section with 'Customer' set to 'All Customers' and 'Order Number' set to 'Exact number' with the value '4404967917'. Below the search filters, there is a table of purchase orders. The first row is highlighted with an orange box, corresponding to the order number searched.

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code	Purchasing
Order	4404967917	2	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,570.00 USD	14 Sep 2023	Changed			
Order	4404967917	1	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$3,240.00 USD	14 Sep 2023	Obsolated			
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,600.00 USD	13 Sep 2023	Obsolated			

The screenshot shows the details page for Purchase Order: 4404967917. It includes buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. Below these are tabs for 'Order Detail' and 'Order History'. The page is divided into three sections: 'From' (Equistar Chemicals LP), 'To' (LYB test 1 2020 - TEST), and 'Purchase Order' (4404967917, Amount: \$1,570.00 USD). A 'Track Order' button is located at the bottom right.



Conferma di un ordine di acquisto di servizi

3

All'interno dell'ordine di acquisto, fare clic sul pulsante a discesa **Crea conferme d'ordine** e selezionare l'opzione **Conferma l'intero ordine** per creare una conferma dell'intero ordine.

The screenshot shows the SAP Business Network interface for a Purchase Order (4404968348). A dropdown menu is open under the 'Create Order Confirmation' button, with 'Confirm Entire Order' highlighted. Other options include 'Update Line Items' and 'Reject Entire Order'. The page also displays contact information for Lyondell Chemical Company and LYB test 1 2020 - TEST, along with payment terms (NET 60).

4

Viene visualizzata la pagina Conferma dell'ordine d'acquisto. Inserire un numero di conferma univoco nel campo **Numero di conferma**.

The screenshot shows the 'Confirming PO' page in SAP Business Network. The 'Order Confirmation Header' section is visible, with the 'Confirmation #' field containing the value '676277', which is highlighted with a green circle and the number '4'. Other fields include 'Associated Purchase Order #' (4404968348), 'Customer' (Lyondell Chemical Company - TEST), and 'Supplier Reference' (45676507557). The 'Shipping and Tax Information' section shows 'Est. Completion Date' as 12 Oct 2023 and 'Est. Tax Cost' as 15.



Nota: È possibile confermare un ordine più volte. Se LyondellBasell invia una versione più recente dell'ordine, sarà necessario riconfermarlo. Se si desidera aggiungere delle lettere nel campo del numero di conferma, queste devono essere tutte maiuscole (maiuscole).



Conferma di un ordine di acquisto di servizi

- 5 Inserire la data di completamento nel campo **Data di completamento prevista**.

SAP Business Network - Enterprise Account

Confirming PO

Exit Next

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

* Indicates required field

Confirmation #: 676277
Associated Purchase Order #: 4404968348
Customer: Lyondell Chemical Company - TEST
Supplier Reference: 45676567557

Additional Information

Shipping and Tax Information

Est. Completion Date:* 12 Oct 2023

Est. Tax Cost: 15

Comments:

- 6 Se si desidera aggiungere commenti, è possibile farlo nel campo **Commenti**.

SAP Business Network - Enterprise Account

Confirming PO

Exit Next

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

* Indicates required field

Confirmation #: 676277
Associated Purchase Order #: 4404968348
Customer: Lyondell Chemical Company - TEST
Supplier Reference: 45676567557

Additional Information

Shipping and Tax Information

Est. Completion Date:* 12 Oct 2023

Est. Tax Cost: 15

Comments:



Conferma di un ordine di acquisto di servizi

7

Fare clic sul pulsante **Avanti** per visualizzare la pagina di conferma dell'ordine.

SAP Business Network - Enterprise Account

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 676277
Associated Purchase Order #: 4404968348
Customer: Lyondell Chemical Company - TEST
Supplier Reference: 45676567557

Additional Information

Shipping and Tax Information

Est. Completion Date: 12 Oct 2023
Est. Tax Cost: 15
Comments: Example

Exit Next

8

Viene visualizzata la pagina di conferma dell'ordine. Rivedere i dettagli dell'ordine di acquisto. Se tutti i dettagli sono corretti, fare clic su **Invia**.

SAP Business Network - Enterprise Account

Confirming PO

Previous Submit Exit

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: 676277
Supplier Reference: 45676567557
Est. Tax Cost: 15.00 EUR
Comments: Example
Attachments:

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
00001	Not Available TEST SERVICE	Service	1.000 (ZZ)	27 Sep 2023	\$500.00 USD	\$500.00 USD

Current Order Status:
1.000 Confirmed With New Date (Estimated Completion Date: 12 Oct 2023)



Conferma di un ordine di acquisto di servizi



Verrete reindirizzati al vostro ordine d'acquisto che ora mostrerà che l'ordine è confermato.

SAP Business Network - Enterprise Account

Purchase Order: 4404968348

Done

Create Order Confirmation | Create Ship Notice | Create Service Sheet | Create Invoice

Order Detail | Order History

From:
Lyondell Chemical Company
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To:
LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygart@sap.com

9 Purchase Order (Confermato)
4404968348
Amount: \$500.00 USD

Payment Terms: NET 60

Contact Information
Supplier Address
CINTAS CORP
PO BOX 630803
CINCINNATI, OH 45263-0803
United States
Email: MitchellT2@cintas.com
Phone: + () 1-973-374-5800
Fax: + () 800-786-4367

Technical Support
Therryn Roberson
Email: THERRYN.ROBERSON@LYONDELLBASELL.COM

Routing Status: Acknowledged
Related Documents: 676277
42346010
42346010
More(1) »

SAP Business Network - Enterprise Account

Purchase Order: 4404968348

Done

Create Order Confirmation | Create Ship Notice | Create Service Sheet | Create Invoice

Order Detail | Order History

From:
Lyondell Chemical Company
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To:
LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygart@sap.com

Purchase Order (Confermato)
4404968348
Amount: \$500.00 USD

Payment Terms: NET 60

Contact Information
Supplier Address
CINTAS CORP
PO BOX 630803
CINCINNATI, OH 45263-0803
United States
Email: MitchellT2@cintas.com
Phone: + () 1-973-374-5800
Fax: + () 800-786-4367

Technical Support
Therryn Roberson
Email: THERRYN.ROBERSON@LYONDELLBASELL.COM

Routing Status: Acknowledged
Related Documents: 676277
42346010
42346010
More(1) »



Nota: tutti i documenti creati in base all'ordine di acquisto saranno visualizzati nella sezione Documenti correlati.



Conferma di un ordine di acquisto di materiale

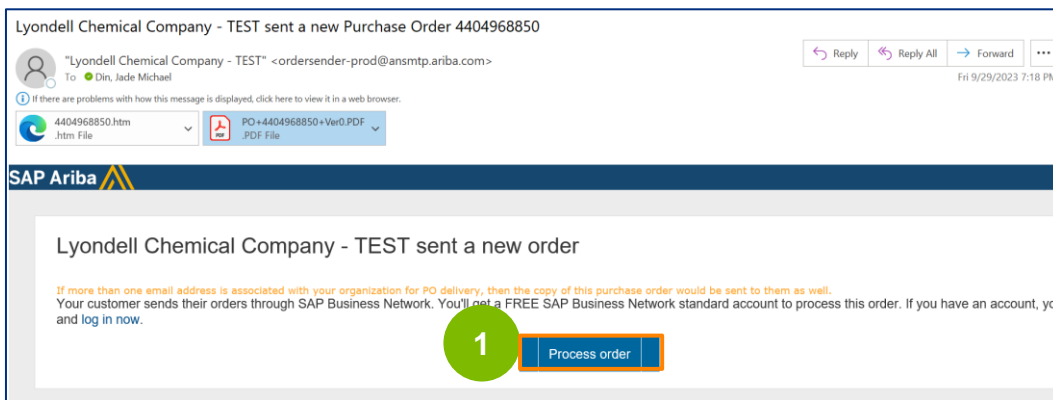
Le seguenti fasi sono destinate ai **Fornitori LyondellBasell**



Conferma di un ordine di acquisto di materiale

1

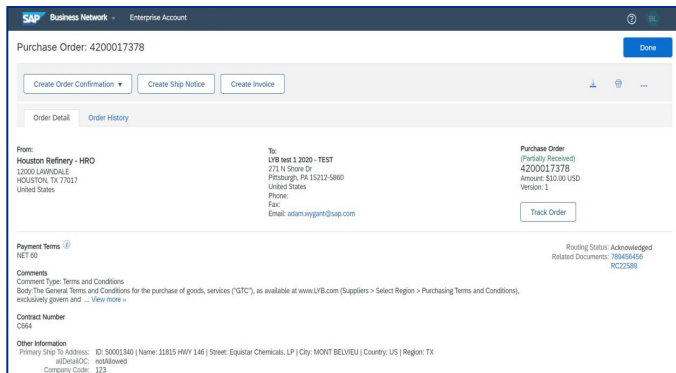
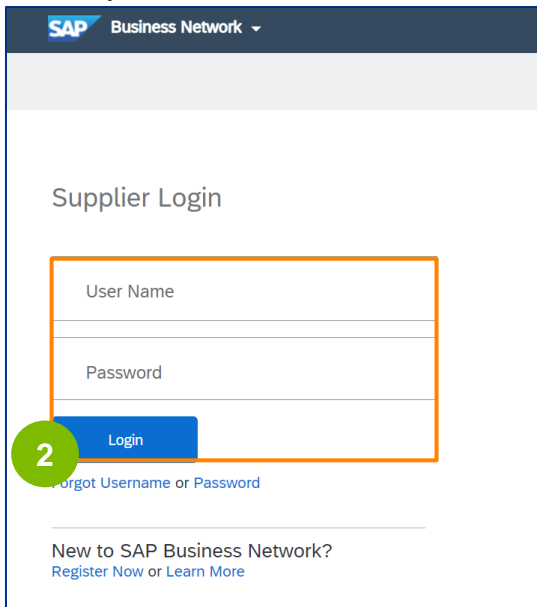
Fate clic sul pulsante **Elabora ordine** nell'e-mail dell'ordine di acquisto per accedere alla [rete Ariba](#). Riceverete un'e-mail per ogni ordine di acquisto; per saperne di più sull'instradamento degli ordini, [cliccate qui](#).



Nota: non è necessario eseguire questo passaggio se si è già effettuato l'accesso alla rete Ariba.

2

Inserite il vostro **nome utente** e la vostra **password** nella pagina di login della [rete Ariba](#) e fate clic su **Login**. Verrete quindi reindirizzati all'ordine di acquisto.





Conferma di un ordine di acquisto di materiale

Nota: è possibile visualizzare l'ordine di acquisto anche inserendo il numero di ordine di acquisto nella barra di ricerca della homepage. Viene visualizzato un elenco di ordini di acquisto; selezionare l'ordine di acquisto desiderato per visualizzarne i dettagli.

The screenshot shows the SAP Business Network homepage. At the top, there are navigation tabs: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. Below these is a search bar with the text "Orders and Releases", "All customers", "Exact match", and the search number "4404967917". The dashboard below the search bar shows five key metrics:

Metric	Value	Time Period
New orders	186	Last 31 days
Orders	821	Last 31 days
Orders to invoice	140	Last 31 days
Invoices	229	Last 31 days
Items to confirm	39	Last 31 days

The screenshot shows the "Purchase Orders" page in SAP Business Network. It features a search filter section with "Customer: All Customers" and "Order Number: 4404967917" (Exact number). Below the search filters, there is a table of purchase orders:

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code	Purchasing
Order	4404967917	2	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,570.00 USD	14 Sep 2023	Changed			
Order	4404967917	1	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$3,240.00 USD	14 Sep 2023	Obsolated			
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,600.00 USD	13 Sep 2023	Obsolated			

The screenshot shows the details page for Purchase Order: 4404967917. It includes buttons for "Create Order Confirmation", "Create Ship Notice", and "Create Invoice". Below these are tabs for "Order Detail" and "Order History". The page is divided into three main sections:

From:
Equistar Chemicals LP
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To:
LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-0880
United States
Phone:
Fax:
Email: adam.wygart@sap.com

Purchase Order (+ Changed):
4404967917
Amount: \$1,570.00 USD
Amount: \$3,240.00 USD
Version: 2 (Previous Version)

Track Order



Conferma di un ordine di acquisto di materiale

3

All'interno dell'ordine di acquisto, fare clic sul pulsante a discesa **Crea conferme d'ordine** e selezionare l'opzione **Conferma l'intero ordine** per creare una conferma dell'intero ordine.

Purchase Order: 4200017378

Create Order Confirmation ▼ Create Ship Notice Create Invoice

3 Confirm Entire Order Update Line Items History Reject Entire Order

From: Houston Refinery - HRO
12000 LAWDALE
HOUSTON, TX 77017
United States

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Purchase Order (Partially Received)
4200017378
Amount: \$10.00 USD
Version: 1

Track Order

Payment Terms NET 60

Comments
Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services ("GTC"), as available at www.LYB.com (Suppliers > Select Region > Purchasing Terms and Conditions), exclusively govern and ... View more »

4

Viene visualizzata la pagina Conferma dell'ordine d'acquisto. Inserire un numero di conferma univoco nel campo **Numero di conferma**.

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 789456456

Associated Purchase Order #: 4200017378

Customer: Lyondell Chemical Company - TEST

Supplier Reference:

Additional Information



Nota: è possibile confermare un ordine più volte. Se LyondellBasell invia una versione più recente dell'ordine, sarà necessario riconfermarlo.

Se si desidera aggiungere delle lettere nel campo del numero di conferma, queste devono essere tutte maiuscole (maiuscole).



Conferma di un ordine di acquisto di materiale

- 5 Inserire la data di spedizione nel campo **Data di spedizione stimata**.

SAP Business Network - Enterprise Account

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 789456456

Associated Purchase Order #: 4200017378

Customer: Lyondell Chemical Company - TEST

Supplier Reference:

Additional Information

Shipping and Tax Information

Est. Shipping Date: 4 Oct 2023

Est. Shipping Cost:

Est. Delivery Date: 11 Oct 2023

Est. Tax Cost:

Comments:

- 6 Inserire la data di consegna nel campo **Data di consegna stimata**.
Aggiungere ulteriori commenti, se necessario, nel campo **Commenti**.

SAP Business Network - Enterprise Account

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 789456456

Associated Purchase Order #: 4200017378

Customer: Lyondell Chemical Company - TEST

Supplier Reference:

Additional Information

Shipping and Tax Information

Est. Shipping Date: 4 Oct 2023

Est. Shipping Cost:

Est. Delivery Date: 11 Oct 2023

Est. Tax Cost:

Comments: Example



Nota: LyondellBasell sarà informata se si conferma una data di consegna alternativa.



Conferma di un ordine di acquisto di materiale

- 7 Fare clic sul pulsante **Avanti** per visualizzare la pagina di conferma dell'ordine.

SAP Business Network - Enterprise Account

Confirming PO

Exit Next

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 789456456

Associated Purchase Order #: 4200017378

Customer: Lyondell Chemical Company - TEST

Supplier Reference:

Additional Information

Shipping and Tax Information

Est. Shipping Date: 4 Oct 2023

Est. Shipping Cost:

Est. Delivery Date: 11 Oct 2023

Est. Tax Cost:

Comments: Example

- 8 Viene visualizzata la pagina di conferma dell'ordine di acquisto. Se tutti i dettagli sono accurati, fare clic sul pulsante **Invia per** confermare l'ordine di acquisto.

SAP Business Network - Enterprise Account

Confirming PO

Previous Submit Exit

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: 789456456

Supplier Reference:

Comments: Example

Attachments:

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
1	Services Software	Material	10 (EA)	30 Sep 2023	\$1.00 USD	\$10.00 USD

Current Order Status:
10 Confirmed With New Date (Estimated Shipment Date: 4 Oct 2023; Estimated Delivery Date: 11 Oct 2023)

Previous Submit Exit



Conferma di un ordine di acquisto di materiale

9

Verrete reindirizzati al vostro ordine d'acquisto che ora mostrerà che l'ordine è confermato.

Purchase Order: 4200017378

From: Houston Refinery - HRO
12000 LAWNDAL
HOUSTON, TX 77017
United States

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Purchase Order (Confermato)
4200017378
Amount: \$10.00 USD
Version: 1

Track Order

Payment Terms: NET 60

Comments: Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services ("GTC"), as available at www.LYB.com (Suppliers > Select Region > Purchasing Terms and Conditions), exclusively govern and ... View more >

Contract Number: C664

Other Information: Primary Ship To Address: ID: 50001340 | Name: 11815 HWY 146 | Street: Equistar Chemicals, LP | City: MONT BELVIEU | Country: US | Region: TX
allDetailOC: notAllowed
Company Code: 123

Routing Status: Acknowledged
Related Documents: 789456456
RC22589

Purchase Order: 4200017378

From: Houston Refinery - HRO
12000 LAWNDAL
HOUSTON, TX 77017
United States

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Purchase Order (Confermato)
4200017378
Amount: \$10.00 USD
Version: 1

Track Order

Payment Terms: NET 60

Comments: Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services ("GTC"), as available at www.LYB.com (Suppliers > Select Region > Purchasing Terms and Conditions), exclusively govern and ... View more >

Contract Number: C664

Other Information: Primary Ship To Address: ID: 50001340 | Name: 11815 HWY 146 | Street: Equistar Chemicals, LP | City: MONT BELVIEU | Country: US | Region: TX
allDetailOC: notAllowed
Company Code: 123

Routing Status: Acknowledged
Related Documents: 789456456
RC22589



Nota: tutti i documenti creati in base all'ordine di acquisto saranno visualizzati nella sezione Documenti correlati.



Rifiuto dell'ordine di acquisto

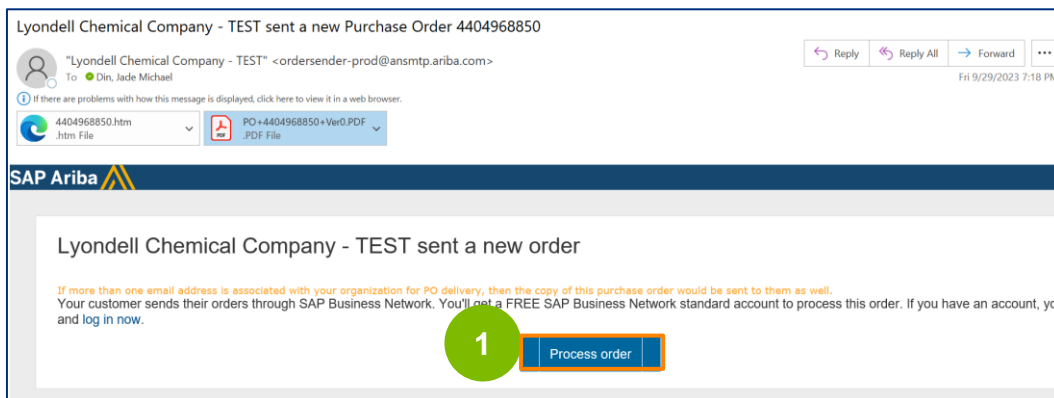
Le seguenti fasi sono destinate ai **Fornitori LyondellBasell**



Rifiuto di un ordine di acquisto di materiali o servizi

1

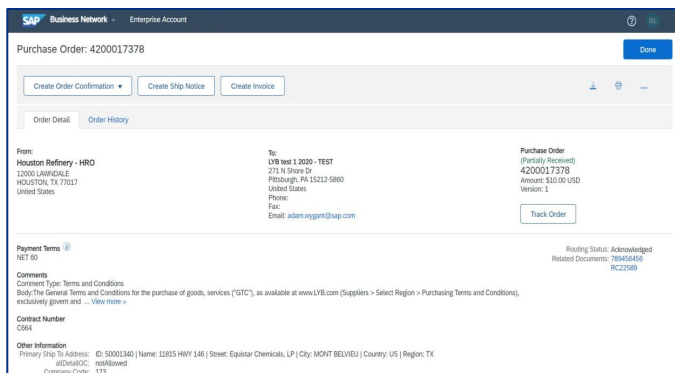
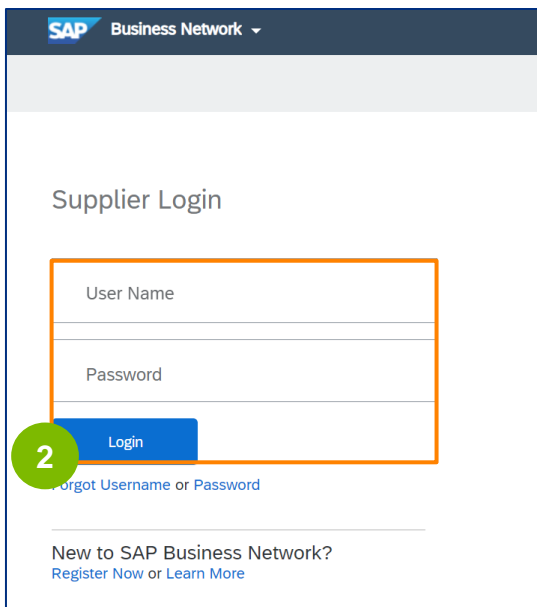
Fate clic sul pulsante **Elabora ordine** nell'e-mail dell'ordine di acquisto per accedere alla [rete Ariba](#). Riceverete un'e-mail per ogni ordine di acquisto; per saperne di più sull'instradamento degli ordini, [cliccate qui](#).

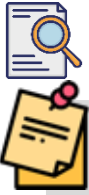


Nota: non è necessario eseguire questo passaggio se si è già effettuato l'accesso alla rete Ariba.

2

Inserite il vostro **nome utente** e la vostra **password** nella pagina di login della [rete Ariba](#) e fate clic su **Login**. Verrete quindi reindirizzati all'ordine di acquisto.





Rifiuto di un ordine di acquisto di materiali o servizi

Nota: è possibile visualizzare l'ordine di acquisto anche inserendo il numero di ordine di acquisto nella barra di ricerca della homepage. Viene visualizzato un elenco di ordini di acquisto; selezionare l'ordine di acquisto desiderato per visualizzarne i dettagli.

The screenshot shows the SAP Business Network homepage. At the top, there is a navigation bar with 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'More'. Below this is a search bar with the text 'Orders and Releases', 'All customers', 'Exact match', and the search number '4404967917'. The dashboard below the search bar shows five key metrics: 186 New orders (Last 31 days), 821 Orders (Last 31 days), 140 Orders to invoice (Last 31 days), 229 Invoices (Last 31 days), and 39 Items to confirm (Last 31 days).

The screenshot shows the 'Purchase Orders' page in SAP Business Network. It features a search filter section with 'Customer: All Customers' and 'Order Number: 4404967917' (Exact number). Below the search filters, there is a table of purchase orders. The first row is highlighted with an orange box.

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code	Purchasing
Order	4404967917	2	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,570.00 USD	14 Sep 2023	Changed			
Order	4404967917	1	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$3,240.00 USD	14 Sep 2023	Obsolated			
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,600.00 USD	13 Sep 2023	Obsolated			

The screenshot shows the details of Purchase Order: 4404967917. It includes buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. Below these are tabs for 'Order Detail' and 'Order History'. The page displays contact information for the supplier (Equistar Chemicals LP) and the customer (LYB test 1 2020 - TEST). The purchase order amount is \$1,570.00 USD.

From:
Equistar Chemicals LP
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To:
LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-0880
United States
Phone:
Fax:
Email: adam.wygart@sap.com

Purchase Order
(+ Changed)
4404967917
Amount: \$1,570.00 USD
Amount: \$3,240.00 USD
Version: 2 (Previous Version)

Track Order



Rifiuto di un ordine di acquisto di materiali o servizi

3

All'interno dell'ordine di acquisto, fare clic sul pulsante a discesa **Crea conferme d'ordine** e selezionare l'opzione **Rifiuta l'intero ordine** per rifiutare l'intero ordine.



Nota: il rifiuto di un ordine non comporta necessariamente l'annullamento dell'ordine, ma può essere utilizzato anche per richiedere modifiche all'ordine (ad esempio, modifica del prezzo, modifica della quantità, ecc.)

SAP Business Network Enterprise Account

Purchase Order: 4200017521

Create Order Confirmation ▼ Create Ship Notice Create Invoice

Confirm Entire Order
Update Line Items History
Reject Entire Order

From:
Houston Refinery - HRO
12000 LAWNSDALE
HOUSTON, TX 77017
United States

To:
LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Purchase Order (New)
4200017521
Amount: \$1.00 USD
Version: 1

Track Order

Payment Terms ⓘ
NET 60

Comments
Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services ("GTC"), as available at www.LYB.com (Suppliers > Select Region > Purchasing Terms and Conditions), exclusively govern and ... [View more](#) »

Contract Number
C664



Nota: la procedura di rifiuto di un ordine di acquisto è la stessa per gli ordini di materiale e di servizio.



Rifiuto di un ordine di acquisto di materiali o servizi

4

Viene visualizzata la finestra pop-up **Rifiuta l'intero ordine**.

Immettere il numero di conferma nel campo **Numero conferma**.

The screenshot shows the SAP Business Network interface for a Purchase Order (4200017521). A pop-up window titled "REJECT ENTIRE ORDER" is displayed. The "Order Confirmation Number:" field is pre-filled with "879846546" and is highlighted with a green circle containing the number "4". Below it, the "Rejection Reason:" field is a dropdown menu, and the "Comments:" field is a text area. At the bottom of the pop-up are "Reject Order" and "Cancel" buttons. The background shows order details for "Houston Refinery - HRO" and "Payment Terms: NET 60".



Nota: se si desidera aggiungere delle lettere nel campo del numero di conferma, queste devono essere tutte maiuscole.

5

Nel campo **Motivo del rifiuto**, selezionare il motivo desiderato per rifiutare l'ordine.

The screenshot shows the same SAP Business Network interface as above. The "REJECT ENTIRE ORDER" pop-up window is shown with the "Rejection Reason:" dropdown menu open. The "Please Select" option is highlighted with a green circle containing the number "5". The dropdown menu lists several reasons for rejection: "Please Select", "Duplicate Order", "Incorrect Delivery Date", "Incorrect Description", "Incorrect Price", "Incorrect Quantity", "Incorrect Stock/Part Number", "Incorrect Supplier Code Used", "Incorrect UOM", "Not our Product Line", and "Unable to Supply Item(s)". The "Comments:" field is empty. The background shows the same order details as in the previous screenshot.



Rifiuto di un ordine di acquisto di materiali o servizi

6

Si prega di essere descrittivi per quanto riguarda le modifiche nel campo **Commenti**, LyondellBasell sarà avvisata e prenderà le misure necessarie in base ai commenti.

SAP Business Network Enterprise Account

Purchase Order: 4200017521

Create Order Confirmation Create Ship Notice

Order Detail Order History

From:
Houston Refinery - HRO
12000 LAWNSDALE
HOUSTON, TX 77017
United States

Payment Terms
NET 60

Comments
Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services and materials, and Conditions), exclusively govern and ... View more »

Contract Number
C664

Other Information
Primary Ship To Address: ID: | Name: | Street: | City: | Country: | Region:
allDetailOC: notAllowed
Company Code: 123

Purchase Order (New)
4200017521
Amount: \$1.00 USD
Version: 1

Track Order

REJECT ENTIRE ORDER

Order Confirmation Number:
Confirmation #: 879846546

Rejection Reason: Not our Product Line

Comments: Product not available.

Reject Order Cancel

7

Fare clic sul pulsante **Rifiuta ordine** per rifiutare l'ordine.

SAP Business Network Enterprise Account

Purchase Order: 4200017521

Create Order Confirmation Create Ship Notice

Order Detail Order History

From:
Houston Refinery - HRO
12000 LAWNSDALE
HOUSTON, TX 77017
United States

Payment Terms
NET 60

Comments
Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services and materials, and Conditions), exclusively govern and ... View more »

Contract Number
C664

Other Information
Primary Ship To Address: ID: | Name: | Street: | City: | Country: | Region:
allDetailOC: notAllowed
Company Code: 123

Purchase Order (New)
4200017521
Amount: \$1.00 USD
Version: 1

Track Order

REJECT ENTIRE ORDER

Order Confirmation Number:
Confirmation #: 879846546

Rejection Reason: Not our Product Line

Comments: Product not available.

Reject Order Cancel



Rifiuto di un ordine di acquisto di materiali o servizi

8

Si verrà reindirizzati all'ordine di acquisto. Lo stato dell'ordine di acquisto sarà ora **Rifiutato** e LyondellBasell riceverà automaticamente una notifica per eseguire la modifica.

Purchase Order: 4200017521

From: Houston Refinery - HRO
12000 LAWDALE
HOUSTON, TX 77017
United States

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Purchase Order (Rejected) 4200017521
Amount: \$1.00 USD
Version: 1

Track Order

Payment Terms: NET 60

Routing Status: Acknowledged
Related Documents: 879846546

Comments
Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services ("GTC"), as available at www.LYB.com (Suppliers > Select Region > Purchasing Terms and Conditions), exclusively govern and ... View more »



Nota: L'acquirente di LyondellBasell invierà un ordine di acquisto modificato per la revisione e la conferma della nuova versione.

Purchase Order: 4200017521

From: Houston Refinery - HRO
12000 LAWDALE
HOUSTON, TX 77017
United States

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Purchase Order (Rejected) 4200017521
Amount: \$1.00 USD
Version: 1

Track Order

Payment Terms: NET 60

Routing Status: Acknowledged
Related Documents: 879846546

Comments
Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services ("GTC"), as available at www.LYB.com (Suppliers > Select Region > Purchasing Terms and Conditions), exclusively govern and ... View more »



Nota: tutti i documenti creati in base all'ordine di acquisto saranno visualizzati nella sezione Documenti correlati.



Aggiornamento di un ordine di acquisto di servizi per voce di riga

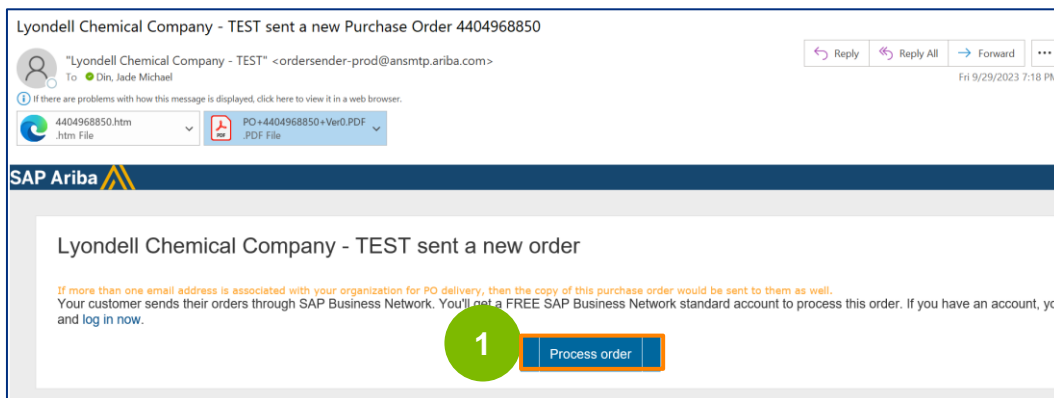
I seguenti passaggi sono destinati ai **Fornitori LyondellBasell**

Ariba Network Order Confirmation

Aggiornamento di un ordine di acquisto di servizi per voci di riga

1

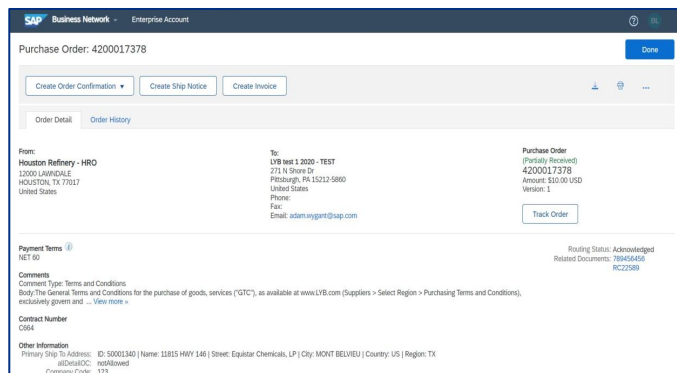
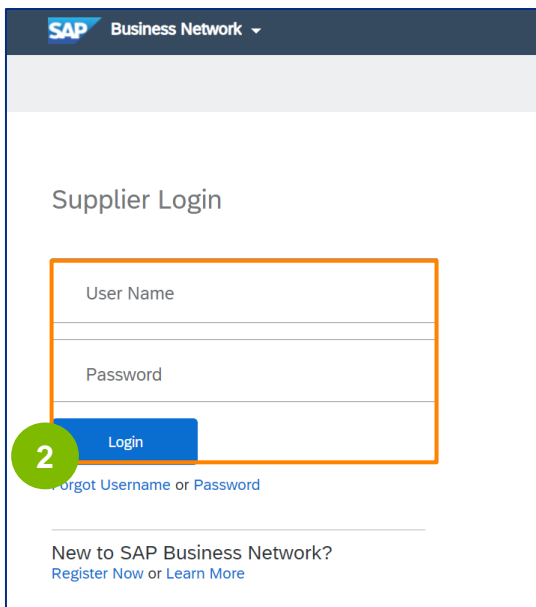
Fate clic sul pulsante **Elabora ordine** nell'e-mail dell'ordine di acquisto per accedere alla [rete Ariba](#). Riceverete un'e-mail per ogni ordine di acquisto; per saperne di più sull'instradamento degli ordini, [cliccate qui](#).



Nota: non è necessario eseguire questo passaggio se si è già effettuato l'accesso ad Ariba Network.

2

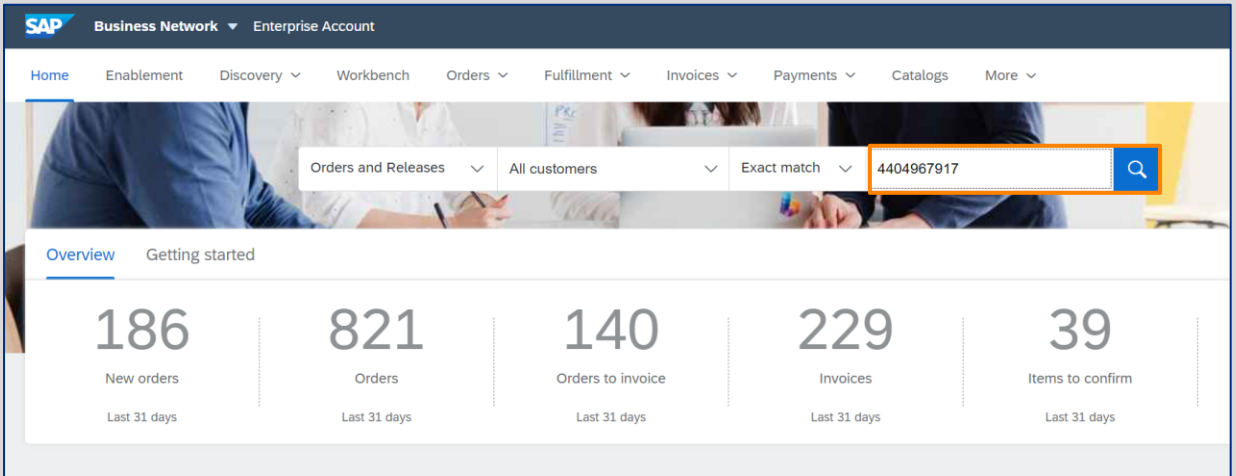
Inserite il vostro **nome utente** e la vostra **password** nella pagina di accesso alla [rete Ariba](#) e fate clic su **Login**. Verrete quindi reindirizzati all'ordine di acquisto.



Ariba Network Order Confirmation

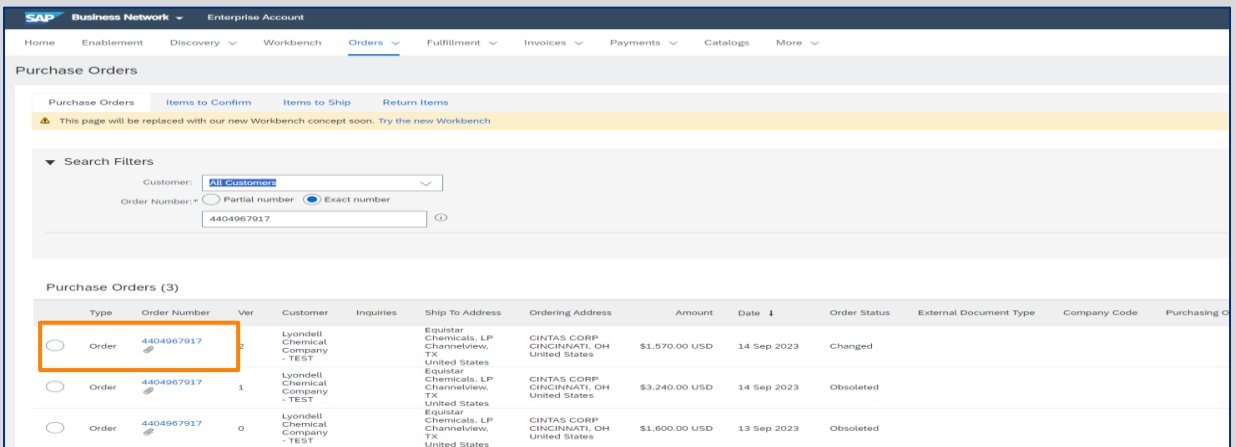
Aggiornamento di un ordine di acquisto di servizi per voci di riga

Nota: è possibile visualizzare l'ordine di acquisto anche inserendo il numero di ordine di acquisto nella barra di ricerca della homepage. Viene visualizzato un elenco di ordini di acquisto; selezionare l'ordine di acquisto desiderato per visualizzarne i dettagli.



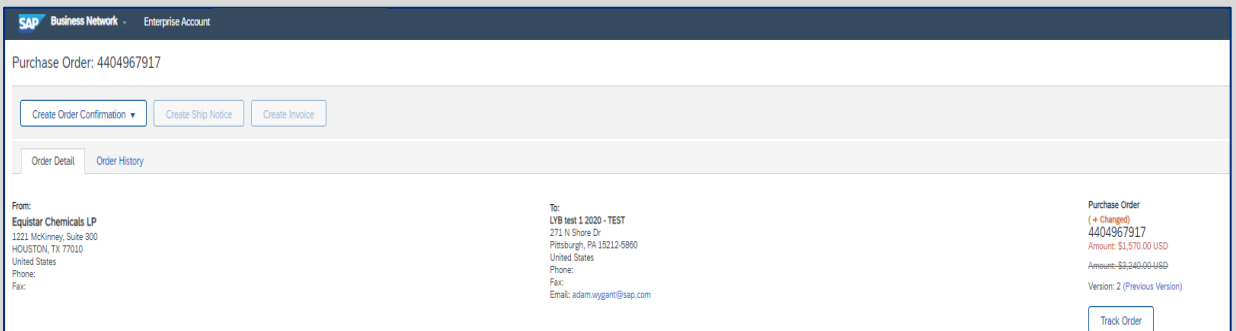
The screenshot shows the SAP Business Network homepage. At the top, there are navigation tabs: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. Below these is a search bar with the text "Orders and Releases", "All customers", "Exact match", and the search number "4404967917". The search results are displayed in a dashboard format with five cards:

Card	Value	Description	Time Period
New orders	186	New orders	Last 31 days
Orders	821	Orders	Last 31 days
Orders to invoice	140	Orders to invoice	Last 31 days
Invoices	229	Invoices	Last 31 days
Items to confirm	39	Items to confirm	Last 31 days



The screenshot shows the "Purchase Orders" section in SAP Business Network. It includes a search filter section with "Customer: All Customers" and "Order Number: 4404967917" (Exact number selected). Below the search filters is a table of purchase orders:

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code	Purchasing
Order	4404967917	2	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,570.00 USD	14 Sep 2023	Changed			
Order	4404967917	1	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$3,240.00 USD	14 Sep 2023	Obsolated			
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,600.00 USD	13 Sep 2023	Obsolated			



The screenshot shows the details of Purchase Order 4404967917. It includes buttons for "Create Order Confirmation", "Create Ship Notice", and "Create Invoice". Below these are tabs for "Order Detail" and "Order History". The main content area displays the order details:

From:
Equistar Chemicals LP
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To:
LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-0880
United States
Phone:
Fax:
Email: adam.wygart@sap.com

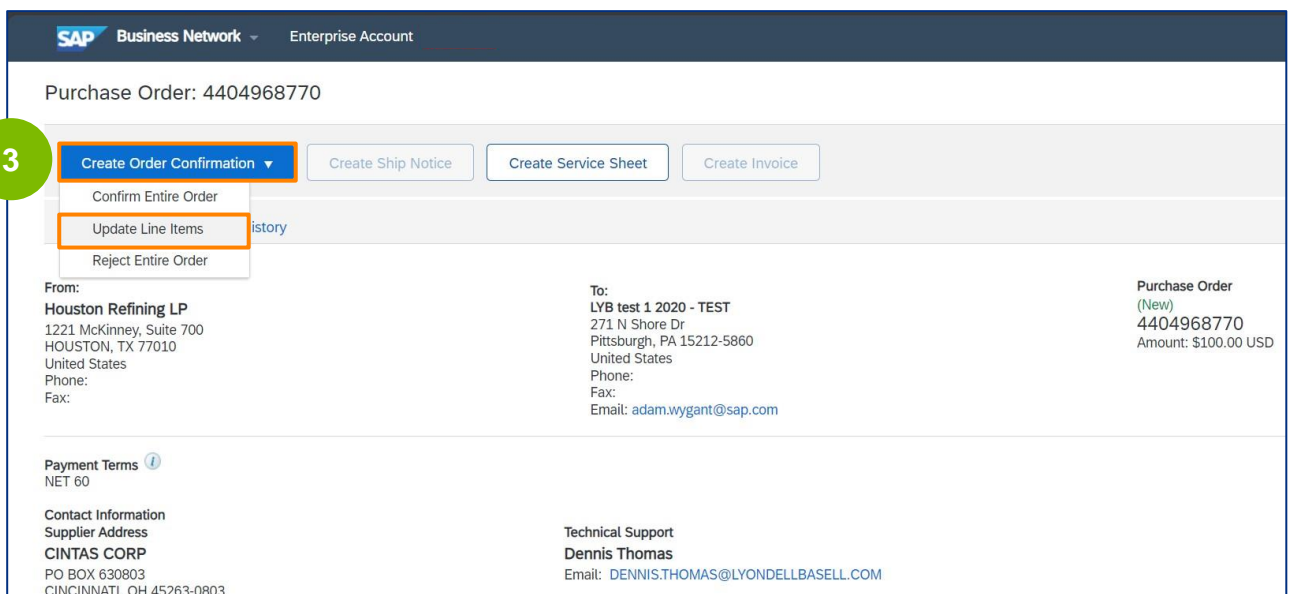
Purchase Order (+ Changed):
4404967917
Amount: \$1,570.00 USD
Amount: \$3,240.00 USD
Version: 2 (Previous Version)

[Track Order](#)

Aggiornamento di un ordine di acquisto di servizi per voci di riga

3

All'interno dell'ordine di acquisto, fare clic sul pulsante a discesa **Crea conferme d'ordine** e selezionare l'opzione **Aggiorna voci di riga** per aggiornare l'ordine di acquisto per riga.



The screenshot displays the SAP Business Network interface for a Purchase Order (4404968770). A green circle with the number '3' highlights the 'Create Order Confirmation' dropdown menu, which is open and shows the 'Update Line Items' option selected. The interface includes buttons for 'Create Ship Notice', 'Create Service Sheet', and 'Create Invoice'. Below the menu, there is a section for 'From:' (Houston Refining LP) and 'To:' (LYB test 1 2020 - TEST) with their respective addresses and contact information. The 'Purchase Order (New)' details are also visible, including the order number and amount. At the bottom, there are sections for 'Payment Terms' (NET 60), 'Contact Information' (CINTAS CORP), and 'Technical Support' (Dennis Thomas).

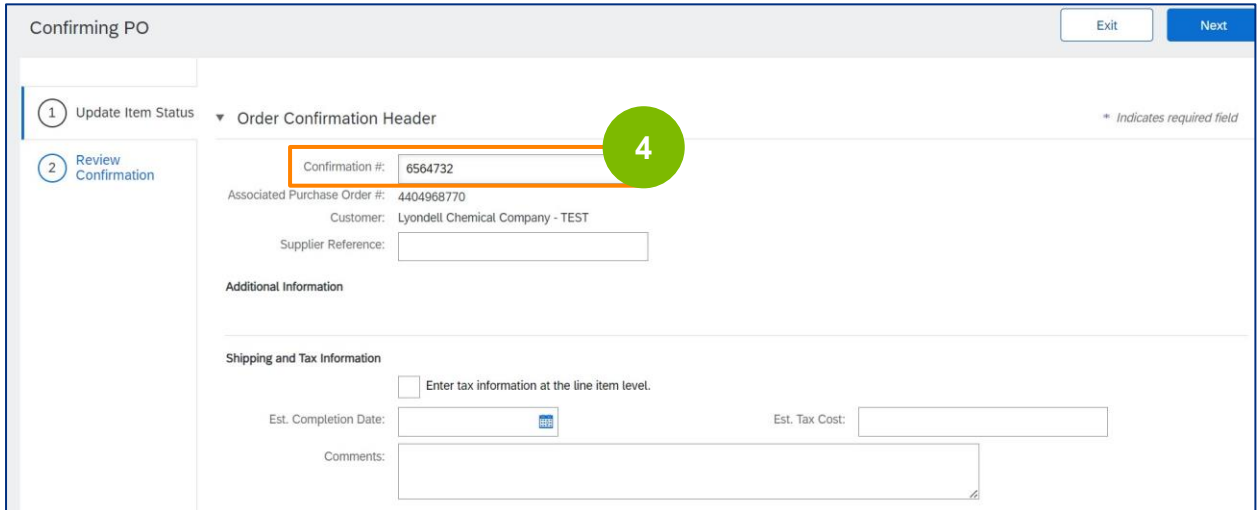


Nota: nel campo Aggiorna voci di riga, è possibile confermare parzialmente, annullare o rifiutare le voci di riga.

Aggiornamento di un ordine di acquisto di servizi per voci di riga

4

Viene visualizzata la pagina Conferma dell'ordine d'acquisto.
Inserire il numero di conferma nel campo **N. conferma**.



Confirming PO Exit Next

1 Update Item Status **Order Confirmation Header** * Indicates required field

2 Review Confirmation

Confirmation #: 6564732

Associated Purchase Order #: 4404968770

Customer: Lyondell Chemical Company - TEST

Supplier Reference:

Additional Information

Shipping and Tax Information

Enter tax information at the line item level.

Est. Completion Date: Est. Tax Cost:

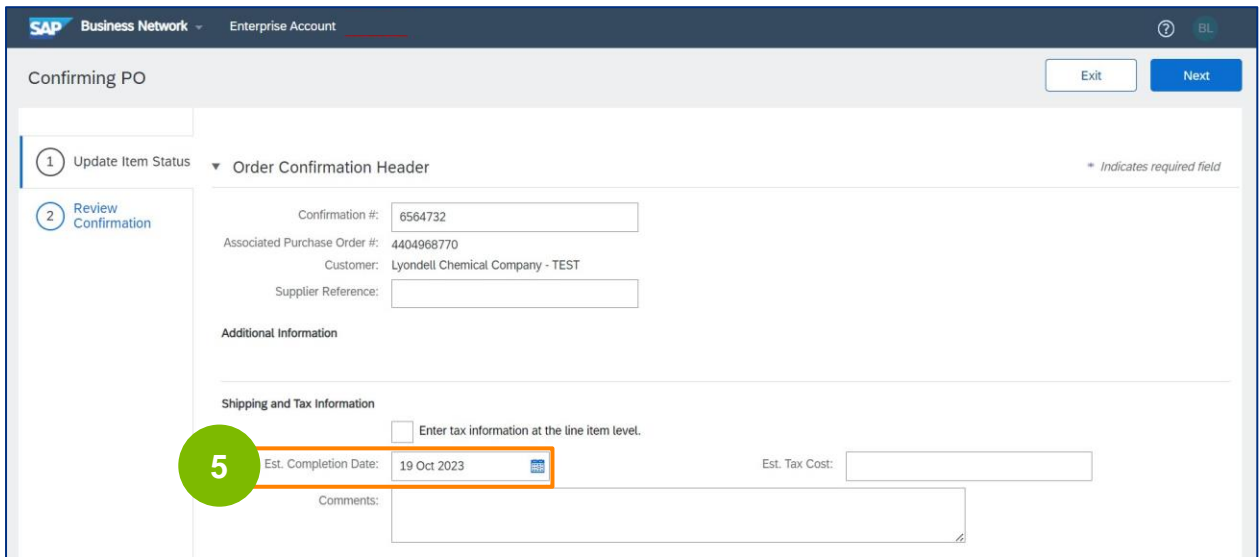
Comments:



Nota: se si desidera aggiungere delle lettere nel campo del numero di conferma, queste devono essere tutte maiuscole.

5

Inserire la data di completamento nel campo **Data di completamento prevista**.



SAP Business Network Enterprise Account ? BL

Confirming PO Exit Next

1 Update Item Status **Order Confirmation Header** * Indicates required field

2 Review Confirmation

Confirmation #: 6564732

Associated Purchase Order #: 4404968770

Customer: Lyondell Chemical Company - TEST

Supplier Reference:

Additional Information

Shipping and Tax Information

Enter tax information at the line item level.

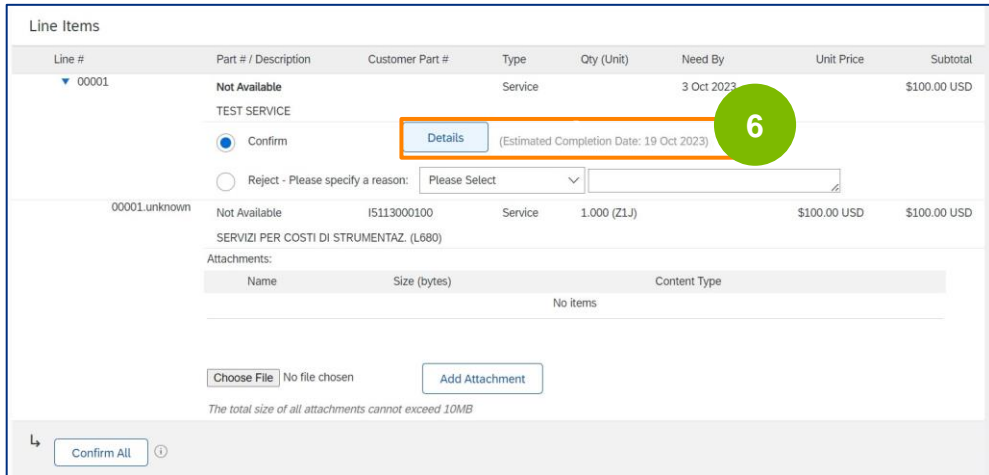
Est. Completion Date: 19 Oct 2023 Est. Tax Cost:

Comments:

Aggiornamento di un ordine di acquisto di servizi per voci di riga

6

Scorrere fino alla sezione Voci di riga e aggiornare i campi Conferma o Rifiuta. Fare clic sul pulsante **Dettagli** per aggiornare i dettagli della voce per il campo Conferma.

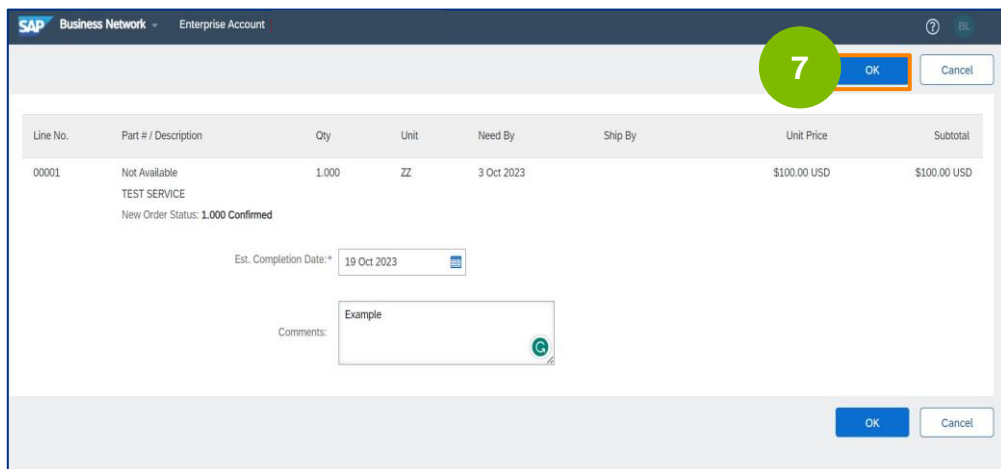


The screenshot shows the 'Line Items' section of the SAP Ariba interface. It contains a table with columns: Line #, Part # / Description, Customer Part #, Type, Qty (Unit), Need By, Unit Price, and Subtotal. The first row is expanded to show details for Line # 00001, which is 'Not Available' and a 'Service' with a quantity of 1.000. The 'Confirm' radio button is selected. A 'Details' button is highlighted with a green circle and the number 6. Below the table, there are fields for 'Reject - Please specify a reason' and 'Attachments'.

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal
00001	Not Available		Service	1.000	3 Oct 2023	\$100.00 USD	\$100.00 USD
TEST SERVICE							
<input checked="" type="radio"/> Confirm Details (Estimated Completion Date: 19 Oct 2023)							
<input type="radio"/> Reject - Please specify a reason: Please Select							
00001.unknown	Not Available	IS113000100	Service	1.000 (Z1J)		\$100.00 USD	\$100.00 USD
SERVIZI PER COSTI DI STRUMENTAZ. (L680)							
Attachments:							
Name Size (bytes) Content Type							
No items							
<input type="button" value="Choose File"/> No file chosen <input type="button" value="Add Attachment"/>							
The total size of all attachments cannot exceed 10MB							
<input type="button" value="Confirm All"/> ⓘ							

7

Viene visualizzata la pagina Dettagli, dove è possibile visualizzare o apportare modifiche alla voce. Ad esempio, è possibile aggiornare la Data di completamento e aggiungere commenti. Fare clic su **OK** per confermare le selezioni e procedere.



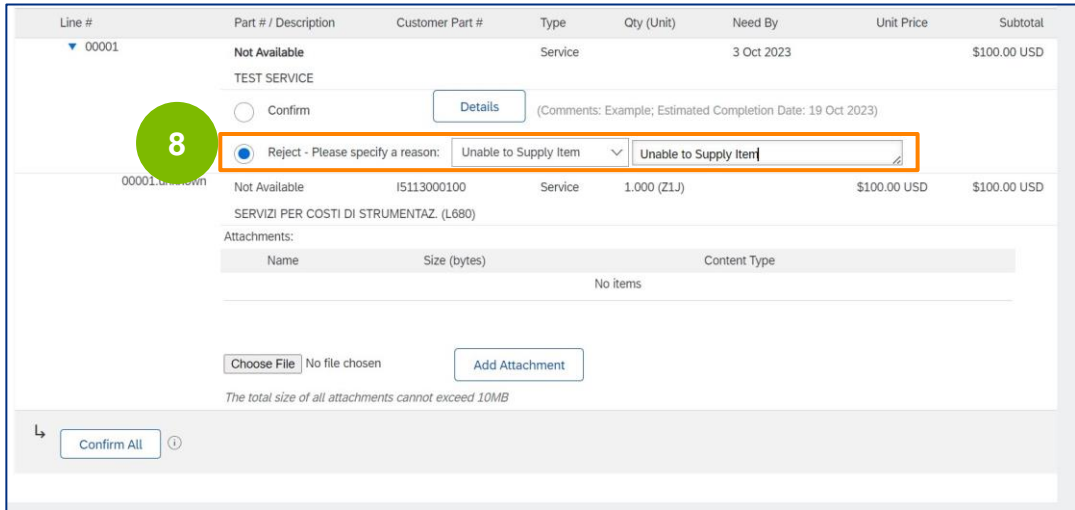
The screenshot shows the 'Details' page in SAP Ariba. It displays a table with columns: Line No., Part # / Description, Qty, Unit, Need By, Ship By, Unit Price, and Subtotal. The first row is for Line No. 00001, which is 'Not Available' and a 'Service' with a quantity of 1.000. The 'New Order Status' is '1.000 Confirmed'. Below the table, there are fields for 'Est. Completion Date' (19 Oct 2023) and 'Comments' (Example). The 'OK' button is highlighted with a green circle and the number 7.

Line No.	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
00001	Not Available	1.000	ZZ	3 Oct 2023		\$100.00 USD	\$100.00 USD
TEST SERVICE							
New Order Status: 1.000 Confirmed							
Est. Completion Date: 19 Oct 2023							
Comments: Example							

Aggiornamento di un ordine di acquisto di servizi per voci di riga

8

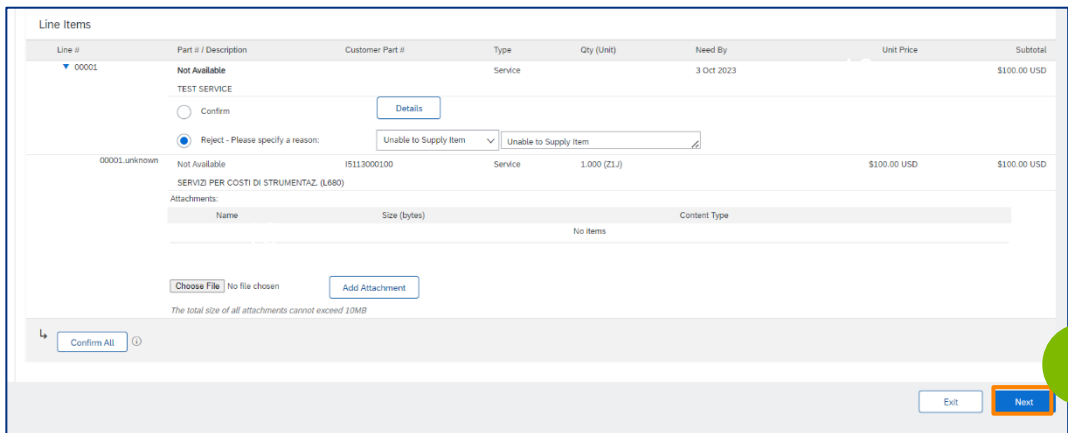
Se si desidera rifiutare una voce, è necessario selezionare un motivo di rifiuto e aggiungere commenti, se necessario.



Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal						
00001	Not Available TEST SERVICE		Service		3 Oct 2023		\$100.00 USD						
	<input type="radio"/> Confirm <input type="button" value="Details"/> (Comments: Example; Estimated Completion Date: 19 Oct 2023)												
	<input checked="" type="radio"/> Reject - Please specify a reason: Unable to Supply Item <input type="text" value="Unable to Supply Item"/>												
00001.unknown	Not Available SERVIZI PER COSTI DI STRUMENTAZ. (L680)	I5113000100	Service	1.000 (Z1J)		\$100.00 USD	\$100.00 USD						
Attachments:													
<table border="1"><thead><tr><th>Name</th><th>Size (bytes)</th><th>Content Type</th></tr></thead><tbody><tr><td colspan="3">No items</td></tr></tbody></table>								Name	Size (bytes)	Content Type	No items		
Name	Size (bytes)	Content Type											
No items													
<input type="button" value="Choose File"/> No file chosen <input type="button" value="Add Attachment"/>													
The total size of all attachments cannot exceed 10MB													
<input type="button" value="Confirm All"/> ⓘ													

9

Fare clic sul pulsante **Avanti** per passare alla pagina di conferma della revisione.



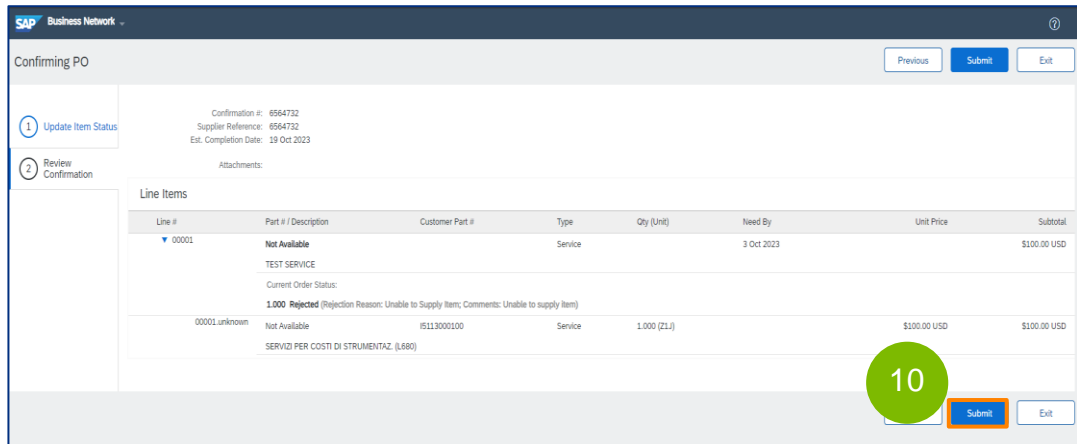
Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal						
00001	Not Available TEST SERVICE		Service		3 Oct 2023		\$100.00 USD						
	<input type="radio"/> Confirm <input type="button" value="Details"/>												
	<input checked="" type="radio"/> Reject - Please specify a reason: Unable to Supply Item <input type="text" value="Unable to Supply Item"/>												
00001.unknown	Not Available SERVIZI PER COSTI DI STRUMENTAZ. (L680)	I5113000100	Service	1.000 (Z1J)		\$100.00 USD	\$100.00 USD						
Attachments:													
<table border="1"><thead><tr><th>Name</th><th>Size (bytes)</th><th>Content Type</th></tr></thead><tbody><tr><td colspan="3">No items</td></tr></tbody></table>								Name	Size (bytes)	Content Type	No items		
Name	Size (bytes)	Content Type											
No items													
<input type="button" value="Choose File"/> No file chosen <input type="button" value="Add Attachment"/>													
The total size of all attachments cannot exceed 10MB													
<input type="button" value="Confirm All"/> ⓘ													
<input type="button" value="Exit"/> <input checked="" type="button" value="Next"/>													

9

Ariba Network Order Confirmation

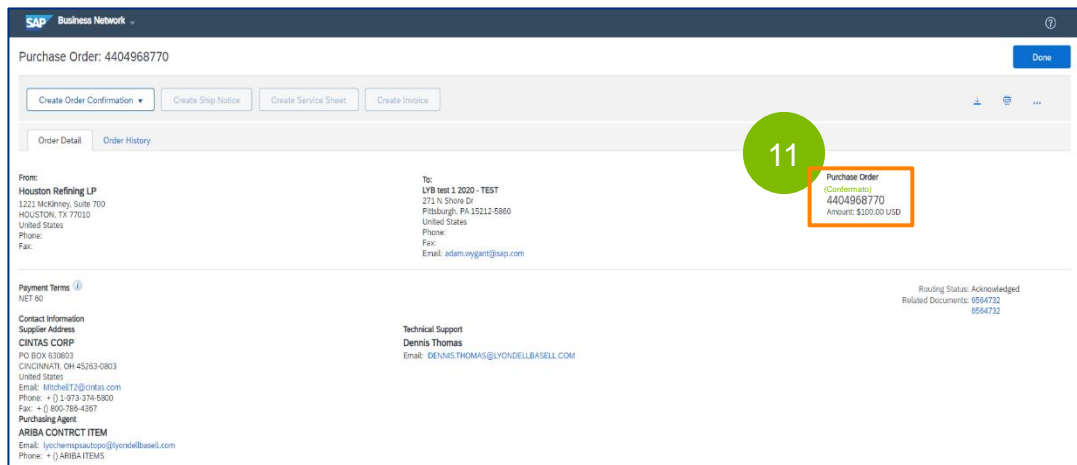
Aggiornamento di un ordine di acquisto di servizi per voci di riga

- 10 Viene visualizzata la pagina di conferma dell'ordine, per cui è necessario esaminare i dettagli dell'ordine di acquisto. Se tutti i dettagli sono accurati, fare clic sul pulsante **Invia per** confermare l'ordine di acquisto.



Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal
00001	Not Available TEST SERVICE		Service		3 Oct 2023		\$100.00 USD
Current Order Status: 1.000 Rejected (Rejection Reason: Unable to Supply Item; Comments: Unable to supply item)							
00001 unknown	Not Available	IS113000100	Service	1.000 (ZLJ)		\$100.00 USD	\$100.00 USD
SERVIZI PER COSTI DI STRUMENTAZ. (L680)							

- 11 Verrete reindirizzati al vostro ordine d'acquisto che ora mostrerà che l'ordine è confermato.



Purchase Order: 4404968770

From: Houston Refining LP
1221 McKinney, Suite 700
HOUSTON, TX 77010
United States
Phone: +1 281 973 3184-5800
Fax: +1 281 973 3184-5800

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone: +1 412 281 2812
Fax: +1 412 281 2812
Email: adam.vygent@sap.com

Payment Terms: NET 60

Contact Information
Supplier Address
CINTAS CORP
PO BOX 630603
CINCINNATI, OH 45263-0803
United States
Email: kltinell72@cintas.com
Phone: +1 513 973 3184-5800
Fax: +1 513 973 3184-5800
Purchasing Agent
ARIBA CONTRCT ITEM
Email: lychemp@ariba.com
Phone: +1 513 973 3184-5800

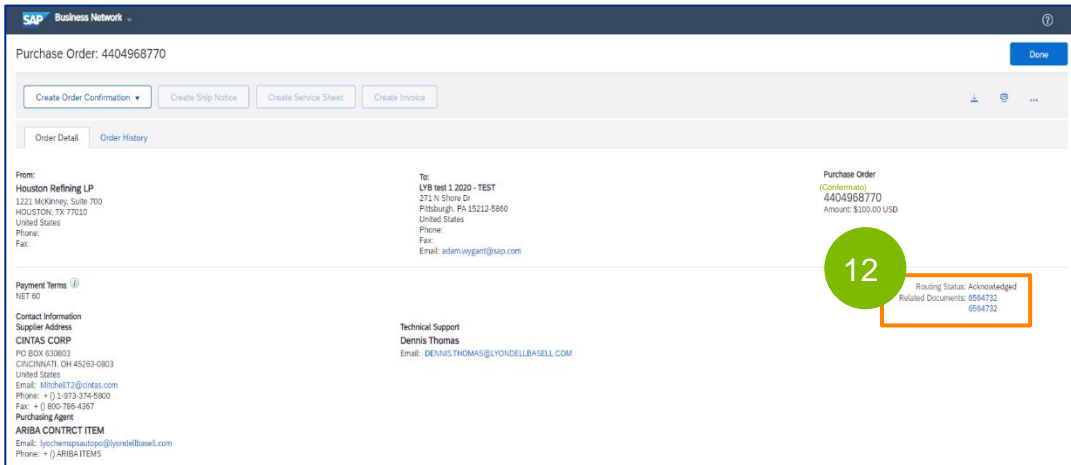
Technical Support
Dennis Thomas
Email: DENNIS.THOMAS@LYONDELLBASELL.COM

Routing Status: Acknowledged
Related Documents: 6564732, 6564732

Purchase Order (Confirmed)
4404968770
Amount: \$100.00 USD

Aggiornamento di un ordine di acquisto di servizi per voci di riga

12 Verrete reindirizzati al vostro ordine d'acquisto che ora mostrerà che l'ordine è confermato.



The screenshot displays the SAP Business Network interface for a Purchase Order (4404968770). The interface includes a header with the SAP logo and a 'Done' button. Below the header, there are buttons for 'Create Order Confirmation', 'Create Ship Notice', 'Create Service Sheet', and 'Create Invoice'. The main content area is divided into 'Order Detail' and 'Order History' tabs. The 'Order Detail' tab is active, showing the following information:

- From:** Houston Refining LP, 1221 McKinney, Suite 700, HOUSTON, TX 77010, United States. Phone, Fax.
- To:** LYB test 1 2020 - TEST, 271 N Shore Dr, Pittsburgh, PA 15212-5800, United States. Phone, Fax, Email: adam.vygart@sap.com.
- Purchase Order (Confirmed):** 4404968770, Amount: \$100.00 USD.
- Payment Terms:** NET 60.
- Contact Information:** Supplier Address: CINTAS CORP, PO BOX 639803, CINCINNATI, OH 45263-0803, United States. Email: MitchellT@cintas.com, Phone: + () 513-734-5900, Fax: + () 603-788-4397. Purchasing Agent: ARIBA CONTRACT ITEM, Email: lycintempurchase@lyondellbasell.com, Phone: + () ARIBA ITEMS.
- Technical Support:** Dennis Thomas, Email: DENNIS.THOMAS@LYONDELLBASELL.COM.
- Routing Status:** Acknowledged. Related Documents: 6564732, 6564732.



Nota: tutti i documenti creati in base all'ordine di acquisto saranno visualizzati nella sezione Documenti correlati.

Tutte le Voci di linea che richiedono un intervento (ad esempio, rifiutate) saranno rinviate su una nuova versione dell'ordine di acquisto che dovrà essere rivista e riconfermata.



Aggiornamento di un ordine di acquisto di materiale per voce di riga

Le seguenti fasi sono destinate ai **Fornitori LyondellBasell**

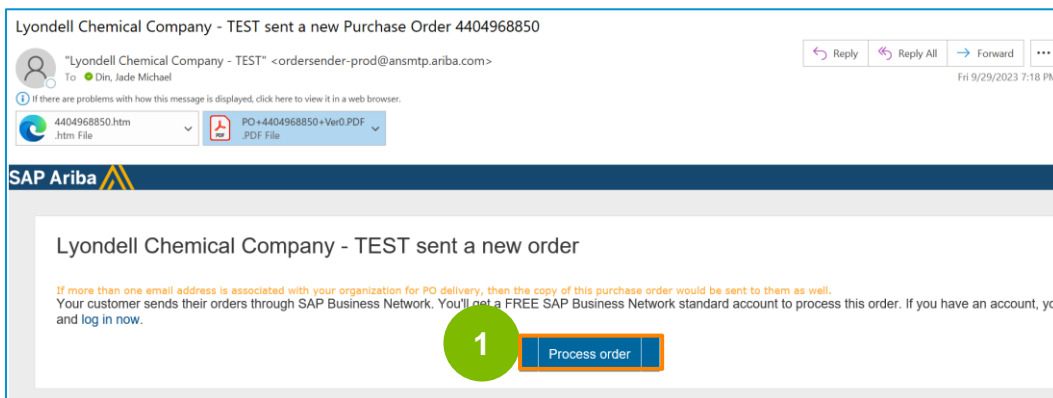
Ariba Network Order Confirmation



Aggiornamento di un ordine di acquisto di materiale per voci di riga

1

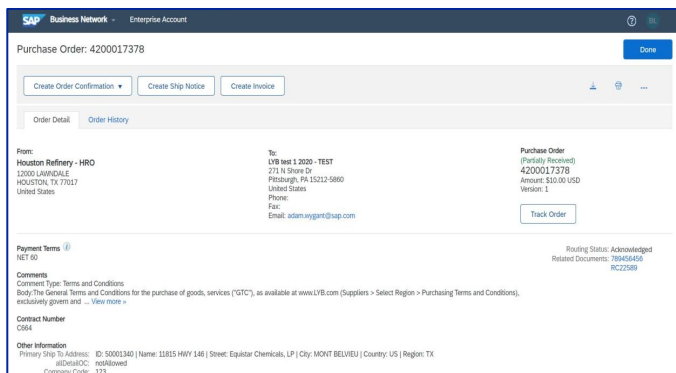
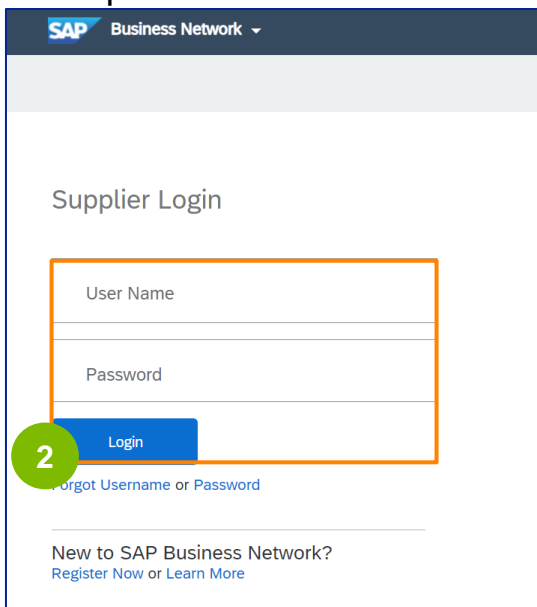
Fate clic sul pulsante **Elabora ordine** nell'e-mail dell'ordine di acquisto per accedere alla [rete Ariba](#). Riceverete un'e-mail per ogni ordine di acquisto; per saperne di più sull'instradamento degli ordini, [cliccate qui](#).



Nota: non è necessario eseguire questo passaggio se si è già effettuato l'accesso alla rete Ariba.

2

Inserite il vostro **nome utente** e la vostra **password** nella pagina di login della [rete Ariba](#) e fate clic su **Login**. Verrete quindi reindirizzati all'ordine di acquisto.



Ariba Network Order Confirmation



Aggiornamento di un ordine di acquisto di materiale per voci di riga

Nota: è possibile visualizzare l'ordine di acquisto anche inserendo il numero di ordine di acquisto nella barra di ricerca della homepage. Viene visualizzato un elenco di ordini di acquisto; selezionare l'ordine di acquisto desiderato per visualizzarne i dettagli.

The screenshot shows the SAP Business Network homepage. At the top, there are navigation tabs: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. A search bar is visible with the text "Orders and Releases", "All customers", "Exact match", and the search number "4404967917". Below the search bar, there are two tabs: "Overview" and "Getting started". The dashboard displays five key metrics:

- 186 New orders (Last 31 days)
- 821 Orders (Last 31 days)
- 140 Orders to invoice (Last 31 days)
- 229 Invoices (Last 31 days)
- 39 Items to confirm (Last 31 days)

The screenshot shows the "Purchase Orders" page in SAP Business Network. It features a search filter section with "Customer: All Customers" and "Order Number: 4404967917" (Exact number selected). Below the search filters, there is a table of purchase orders:

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code	Purchasing C
Order	4404967917	2	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,570.00 USD	14 Sep 2023	Changed			
Order	4404967917	1	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$3,240.00 USD	14 Sep 2023	Obsoloted			
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,600.00 USD	13 Sep 2023	Obsoloted			

The screenshot shows the details for Purchase Order: 4404967917. It includes buttons for "Create Order Confirmation", "Create Ship Notice", and "Create Invoice". Below these are tabs for "Order Detail" and "Order History". The page is divided into "From:" and "To:" sections, with a "Purchase Order" summary on the right.

From:
Equistar Chemicals LP
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To:
LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-8880
United States
Phone:
Fax:
Email: adam.wygart@sap.com

Purchase Order (+ Changed):
4404967917
Amount: \$1,570.00 USD
Amount: \$3,240.00 USD
Version: 2 (Previous Version)

Track Order





Aggiornamento di un ordine di acquisto di materiale per voci di riga

3

All'interno dell'ordine di acquisto, fare clic sul pulsante a discesa **Crea conferme d'ordine** e selezionare l'opzione **Aggiorna voci di riga** per aggiornare l'ordine di acquisto per riga.

Purchase Order: 4404969251

Create Order Confirmation (dropdown) | Create Ship Notice | Create Service Sheet | Create Invoice

Confirm Entire Order | Update Line Items (selected) | Reject Entire Order

From: Lyondell Chemical Company
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Payment Terms (i)
NET 60

Contact Information
Supplier Address
EXAMPLE SUPPLIER
1221 MCKINNEY STRET
HOUSTON, TX 77010
United States
Email: example@lyondellbasell.com
Phone: + () 1 1234567890
Fax: + () 800-786-4367
Purchasing Agent
BRITTANY VANRIGHT
Email: brittany.vanright@lyondellbasell.com
Phone: + () 281 452 8783

Technical Support
Therryn Roberson
Email: THERRYN.ROBERSON@LYONDELLBASELL.COM

Other Information
PurchaseOrg: OPER

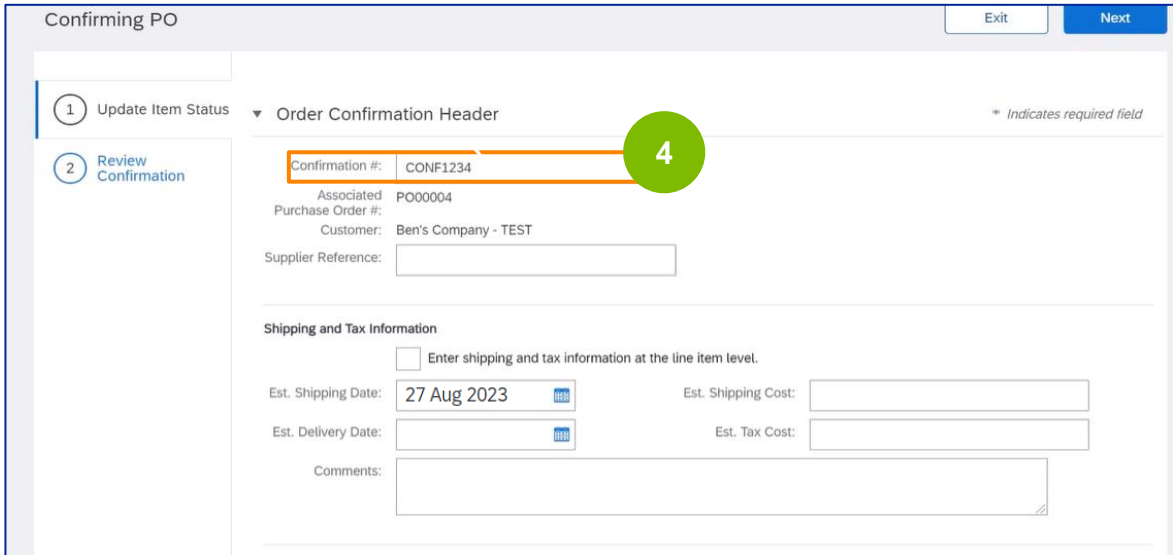
Attachments
PO 4404969251 Ver0.PDF (application/pdf, charset=UTF-8)



Nota: utilizzare il campo **Aggiorna voci di riga** quando si esaminano ordini di acquisto con più voci di riga che si desidera confermare, rifiutare o aggiornare.

Aggiornamento di un ordine di acquisto di materiale per voci di riga

4 Viene visualizzata la pagina Conferma dell'ordine d'acquisto.
Inserire il numero di conferma nel campo **N. conferma**.



Confirming PO

Exit Next

1 Update Item Status

2 Review Confirmation

Order Confirmation Header

* Indicates required field

Confirmation #: CONF1234

Associated Purchase Order #: PO00004

Customer: Ben's Company - TEST

Supplier Reference:

Shipping and Tax Information

Enter shipping and tax information at the line item level.

Est. Shipping Date: 27 Aug 2023

Est. Shipping Cost:

Est. Delivery Date:

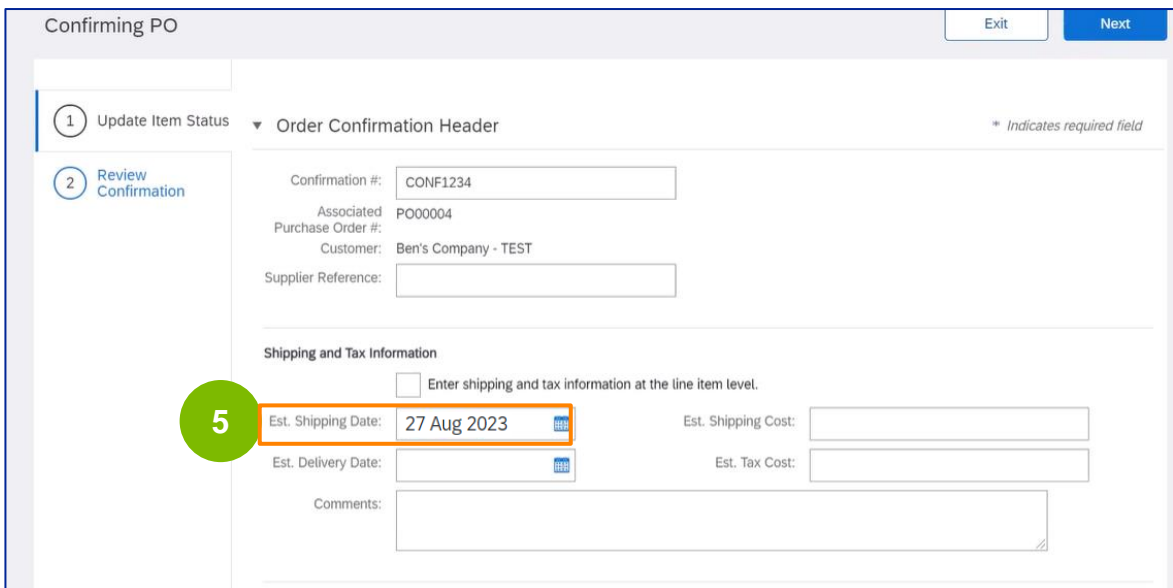
Est. Tax Cost:

Comments:



Nota: se si desidera aggiungere delle lettere nel campo del numero di conferma, queste devono essere tutte maiuscole.

5 Inserire la data di spedizione nel campo **Data di spedizione stimata**.



Confirming PO

Exit Next

1 Update Item Status

2 Review Confirmation

Order Confirmation Header

* Indicates required field

Confirmation #: CONF1234

Associated Purchase Order #: PO00004

Customer: Ben's Company - TEST

Supplier Reference:

Shipping and Tax Information

Enter shipping and tax information at the line item level.

Est. Shipping Date: 27 Aug 2023

Est. Shipping Cost:

Est. Delivery Date:

Est. Tax Cost:

Comments:



Aggiornamento di un ordine di acquisto per voci di riga

6 Inserire la data di consegna nel campo **Data di consegna stimata**.

Aggiungere ulteriori commenti, se necessario, nel campo **Commenti**.

Confirming PO

Exit Next

1 Update Item Status

2 Review Confirmation

Order Confirmation Header * Indicates required field

Confirmation #: CONF1234

Associated Purchase Order #: PO00004

Customer: Ben's Company - TEST

Supplier Reference:

Shipping and Tax Information

Enter shipping and tax information at the line item level.

Est. Shipping Date: 27 Aug 2023 Est. Shipping Cost:

Est. Delivery Date: 3 Oct 2023 Est. Tax Cost:

Comments:

7 Scorrere fino alla sezione Articoli di linea e aggiornare i campi Conferma, Arretrato o Rifiuto. Ad esempio, nel campo Conferma è stata aggiunta la quantità 20. Fare clic sul pulsante **Dettagli** per visualizzare i dettagli della riga.

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
10	Test-1178 test item	20 (C62)	3 Oct 2023	150.00 EUR	3,000.00 EUR
20	Test-1179 test item	50 (C62)	1 Oct 2021	100.00 EUR	5,000.00 EUR

Current Order Status

20 Unconfirmed

Confirm: 20 Backorder: Reject: Details

Attachments:

Name	Size (bytes)	Content Type
No items		

Choose File No file chosen Add Attachment

The total size of all attachments cannot exceed 10MB

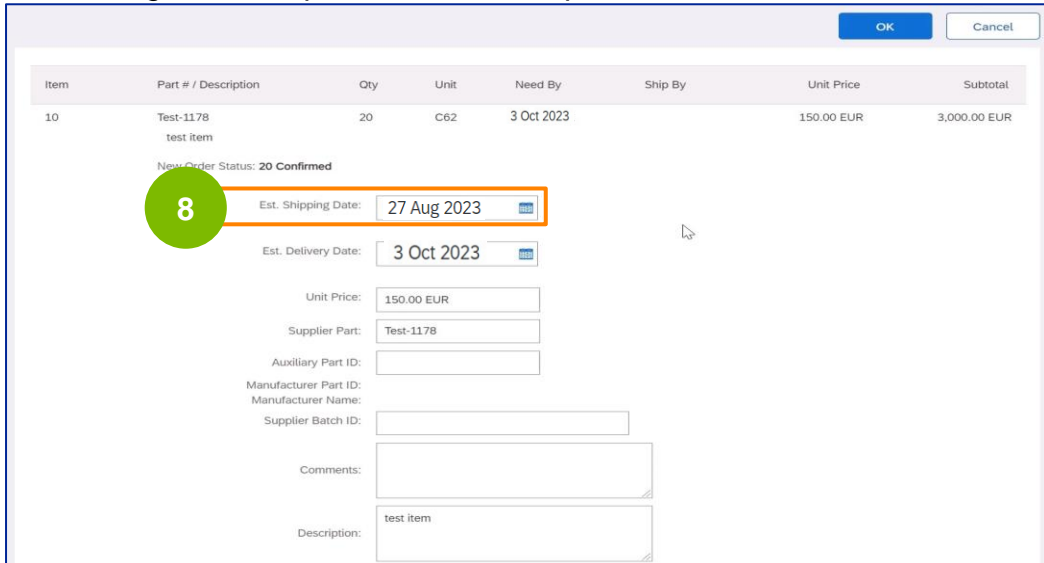


Nota: Se si desidera rifiutare una voce, è necessario selezionare un motivo di rifiuto e aggiungere commenti descrittivi.e aggiungere commenti descrittivi.

Aggiornamento di un ordine di acquisto di materiale per voci di riga

I dettagli della voce vengono visualizzati con i dati aggiornati. Inserire la data di spedizione nel campo **Data di spedizione stimata**. È inoltre possibile aggiungere ulteriori dettagli, come il prezzo unitario, la parte del fornitore o ulteriori commenti.

8



Item	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
10	Test-1178 test item	20	C62	3 Oct 2023		150.00 EUR	3,000.00 EUR

New Order Status: 20 Confirmed

Est. Shipping Date: 27 Aug 2023

Est. Delivery Date: 3 Oct 2023

Unit Price: 150.00 EUR

Supplier Part: Test-1178

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Supplier Batch ID:

Comments:

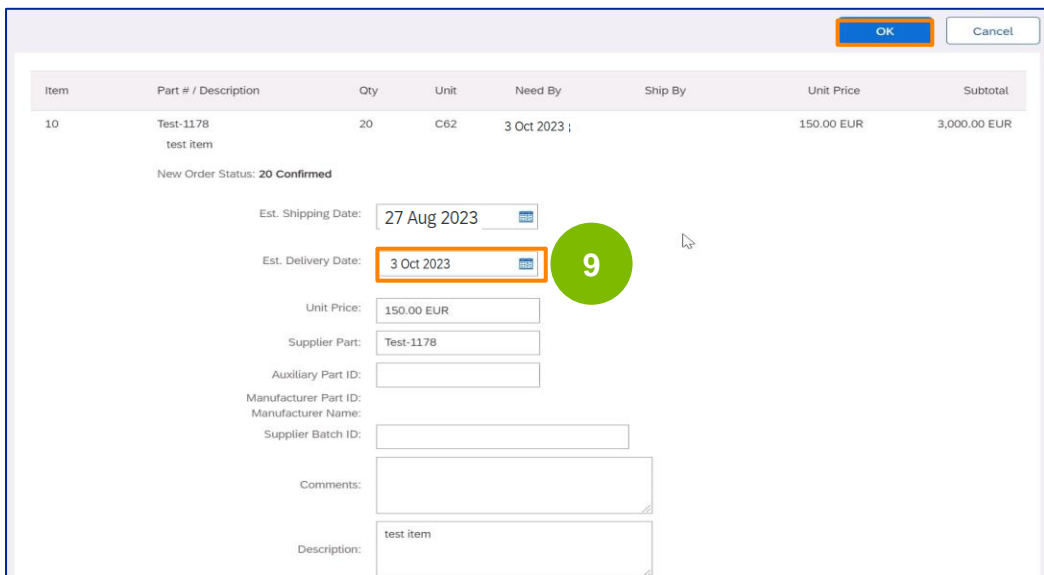
Description: test item



Nota: questa schermata è diversa se si desidera aggiungere un backorder o rifiutare l'ordine.

9

Inserire la data di consegna nel campo **Data di consegna stimata** e fare clic sul pulsante **OK** per confermare i dettagli e tornare alla pagina dell'ordine di acquisto.



Item	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
10	Test-1178 test item	20	C62	3 Oct 2023 ;		150.00 EUR	3,000.00 EUR

New Order Status: 20 Confirmed

Est. Shipping Date: 27 Aug 2023

Est. Delivery Date: 3 Oct 2023

Unit Price: 150.00 EUR

Supplier Part: Test-1178

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Supplier Batch ID:

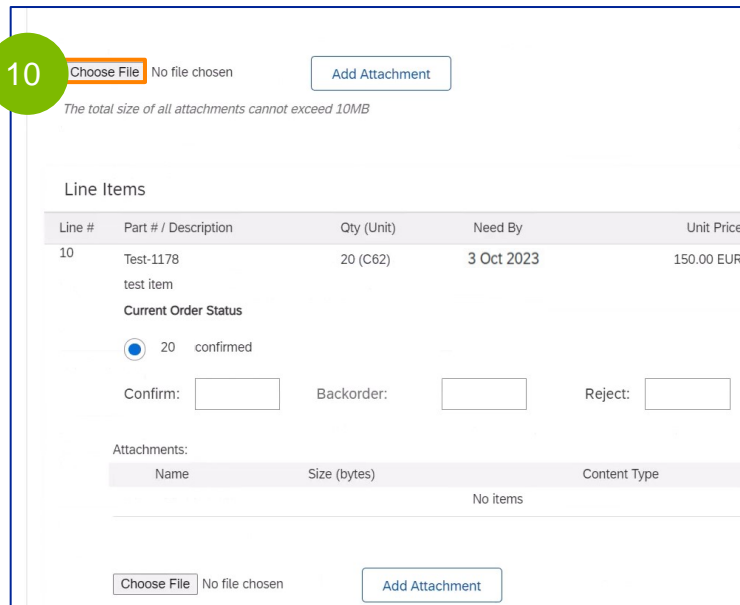
Comments:

Description: test item

Aggiornamento di un ordine di acquisto di materiale per voci di riga

10

Facoltativo: è possibile aggiungere allegati a livello di intestazione o di riga. Fare clic sul pulsante **Scegli file** per aggiungere un allegato.



10 Choose File No file chosen Add Attachment

The total size of all attachments cannot exceed 10MB

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price
10	Test-1178 test item	20 (C62)	3 Oct 2023	150.00 EUR

Current Order Status

20 confirmed

Confirm: Backorder: Reject:

Attachments:

Name	Size (bytes)	Content Type
No items		

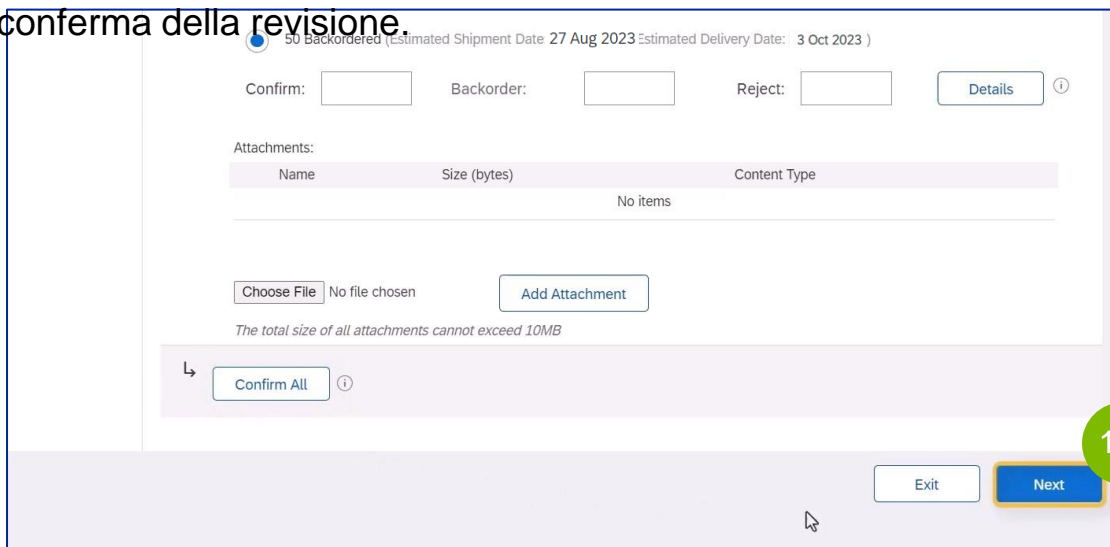
Choose File No file chosen Add Attachment



Nota: gli allegati sono solo a scopo di deposito e non vengono inviati agli acquirenti.

11

Fare clic sul pulsante **Avanti** per passare alla pagina di conferma della revisione.



50 Backordered (Estimated Shipment Date 27 Aug 2023 Estimated Delivery Date: 3 Oct 2023)

Confirm: Backorder: Reject: Details ⓘ

Attachments:

Name	Size (bytes)	Content Type
No items		

Choose File No file chosen Add Attachment

The total size of all attachments cannot exceed 10MB

Confirm All ⓘ

Exit Next

11

Aggiornamento di un ordine di acquisto di materiale per voci di riga

12

Viene visualizzata la pagina di conferma dell'ordine, per cui è necessario esaminare i dettagli dell'ordine di acquisto. Se tutti i dettagli sono accurati, fare clic sul pulsante **Invia per** confermare l'ordine di acquisto.

Confirming PO

Previous **Submit** Exit

12

1 Update Item Status

2 Review Confirmation

Confirmation #: CONF1234
Supplier Reference:
Est. Shipping Date: 27 Aug 2023

Attachments:

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
10	Test-1178 test item	20 (C62)	3 Oct 2023	150.00 EUR	3,000.00 EUR
Current Order Status: 20 confirmed					
20	Test-1179 test item	50 (C62)	3 Oct 2023	100.00 EUR	5,000.00 EUR
Current Order Status: 50 Backordered (Estimated Shipment Date: 27 Aug 2021; Estimated Delivery Date: 31 Aug 2021)					

Previous **Submit** Exit

13 Verrete reindirizzati al vostro ordine d'acquisto che ora mostrerà che l'ordine è confermato.

Purchase Order: PO00004

13 Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

From: Customer
Energie
Address ID: PO3

To: Testtest - TEST
Langwasserstrasse
90001 Nurnberg
Germany
Phone:
Fax:
Email:

Purchase Order
(Partially Confirmed)
PO00004
Amount: 8,000.00 EUR

Comments
Header level comments like Terms and Conditions etc.

Routing Status: Acknowledged
Related Documents: CONF1234
CONF1234

Contact Information
Requisitioner Address
Requisitioner user name
New Street
London
L12345
United Kingdom
Email: requisitioner@test.com
Address ID: 10000199

Supplier Address
Supplier Company Ltd Bureau
New Street
London
LN155PP
United Kingdom
Address ID: SUP00

Aggiornamento di un ordine di acquisto di materiale per voci di riga

Purchase Order: PO00004 Done

Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼ ↓ 📄 ...

Order Detail Order History

From: Customer Energie Address ID: PO3	To: Testtest - TEST Langwasserstrasse 90001 Nurnberg Germany Phone: Fax: Email:	Purchase Order (Partially Confirmed) PO00004 Amount: 8,000.00 EUR
---	---	---

Comments
Header level comments like Terms and Conditions etc.

Contact Information
Requisitioner Address
Requisitioner user name
New Street
London
L12345
United Kingdom
Email: requisitioner@test.com
Address ID: 10000199

Supplier Address
Supplier Company Ltd Bureau
New Street
London
LN155PP
United Kingdom
Address ID: SUP00

Routing Status: Acknowledged
Related Documents: CONF1234
CONF1234



Nota: tutti i documenti creati in base all'ordine di acquisto saranno visualizzati nella sezione Documenti correlati.

Tutte le voci di riga che richiedono un'azione (ad esempio, rifiutate) saranno rinviate su una nuova versione dell'ordine di acquisto che dovrà essere rivista e riconfermata da LyondellBasell.

Grazie



Mandarin



Ariba 网络订单确认 工作助手

出版日期2023年10月
所有者：源到付团队



目的

本工作辅助工具旨在逐步指导如何在 Ariba 网络中按细列项目确认、拒绝或更新采购订单。



目标受众

本工作辅助工具适用于以下角色：

- **利安德巴赛尔 Ariba 网络启用供应商**



目录

选择适当的部分，浏览工作辅助工具：

- [确认服务采购订单](#)
- [确认材料采购订单](#)
- [拒绝订购单](#)
- [按细列项目更新服务订购单](#)
- [按细列项目更新材料采购订单](#)



参考资料

您可以在这里查看更多信息：

- [利安德巴赛尔供应商网站](#)



采购到付款流程：PO 确认

1

PO 确认

2

订单确认

3

高级发货通知

4

货物收据

5

发票

Ariba 网络确认已收到采购订单。一旦您的电子订单路由设置完成，您将自动收到有关采购订单的电子邮件通知。

采购订单确认仅确认您已收到采购订单。您仍需检查并核实采购订单的详细信息。



采购到付款流程：订单确认

1

PO 确认

2

订单确认

3

高级发货通知

4

货物收据

5

发票

每个订单，包括新版本，都必须通过 Ariba 网络**确认**或拒绝。

执行以下选项之一来回复订单。

方案 1 确认整个订单



1. 接受价格、数量、项目描述、付款条款和履约
2. 建议替代交付日期（可选）

方案 2 拒绝整个订单



1. 选择拒绝代码
2. 输入拒绝原因（评论）

注意：拒绝订单不会取消订单

方案 3 更新项目



1. 按行级确认或拒绝（适用上述规则）



确认服务采购订单

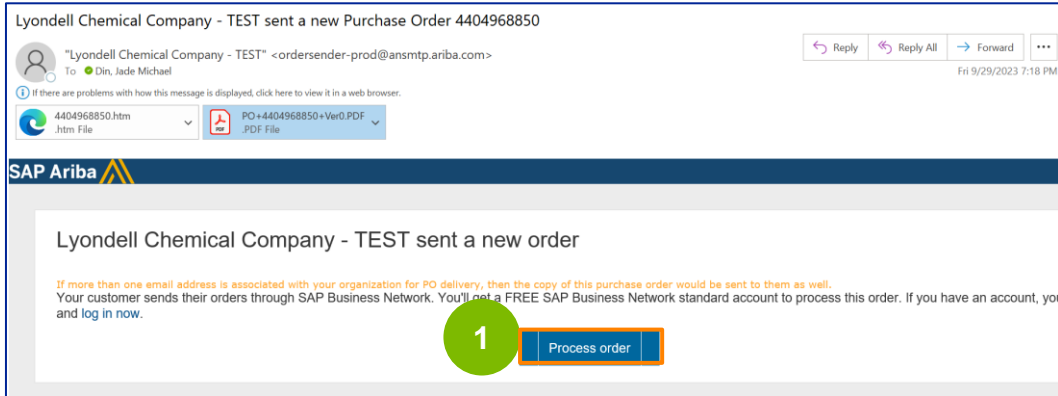
以下步骤适用于利安德巴赛尔供应商



确认服务采购订单

1

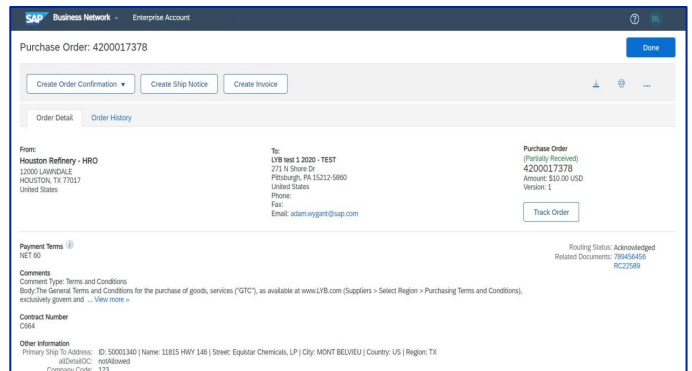
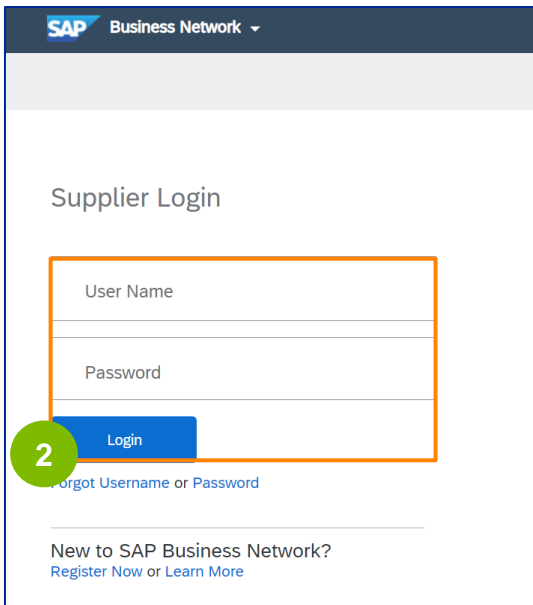
单击采购订单电子邮件上的 "处理订单" 按钮访问 [Ariba 网络](#)。您将收到每份采购订单的电子邮件；您可以[在此](#)了解有关订单路由的更多信息。



注意：如果您已登录 Ariba 网络，则无需执行此步骤。

2

在 [Ariba 网络](#) 登录页面输入用户名和密码，然后单击**登录**。然后您将跳转到采购订单。



Ariba Network Order Confirmation



确认服务采购订单

注：您也可以在主页搜索栏中输入采购单编号来查看采购单。此时会出现采购订单列表，选择所需的采购订单即可查看详细信息。

The screenshot shows the SAP Business Network homepage for an Enterprise Account. The navigation bar includes Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. The search bar is set to 'Orders and Releases' with filters for 'All customers' and 'Exact match'. The search input field contains the order number '4404967917'. Below the search bar, there are two tabs: 'Overview' and 'Getting started'. The main content area displays five key metrics for the last 31 days: 186 New orders, 821 Orders, 140 Orders to invoice, 229 Invoices, and 39 Items to confirm.

The screenshot shows the 'Purchase Orders' page in SAP Business Network. It features a search filter section with 'Customer' set to 'All Customers' and 'Order Number' set to 'Exact number' with the value '4404967917'. Below the filters, there is a table of purchase orders. The first row is highlighted with an orange box.

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code	Purchasing
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,570.00 USD	14 Sep 2023	Changed			
Order	4404967917	1	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$3,240.00 USD	14 Sep 2023	Obsolated			
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,600.00 USD	13 Sep 2023	Obsolated			

The screenshot shows the details page for Purchase Order 4404967917. It includes buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. Below these are tabs for 'Order Detail' and 'Order History'. The page is divided into three columns: 'From' (Equistar Chemicals LP), 'To' (LYB test 1 2020 - TEST), and 'Purchase Order' (4404967917, Amount: \$1,570.00 USD). A 'Track Order' button is located at the bottom right.





确认服务采购订单

3

在采购订单中，单击**创建订单确认**下拉按钮，然后选择**确认整个订单**选项，创建整个订单确认。

Purchase Order: 4404968348

Create Order Confirmation ▾ Create Ship Notice Create Service Sheet Create Invoice

Confirm Entire Order
Update Line Items
Reject Entire Order

From:
Lyondell Chemical Company
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To:
LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Payment Terms ⓘ
NET 60

4

出现 "确认订购单" 页面。在 **Confirmation #** 字段中输入一个唯一的确认编号。

Confirming PO

Exit Next

1 Confirm Entire Order
2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 676277
Associated Purchase Order #: 4404968348
Customer: Lyondell Chemical Company - TEST
Supplier Reference: 45676567557

Additional Information

Shipping and Tax Information

Est. Completion Date: 12 Oct 2023
Est. Tax Cost: 15

Comments:



注意：您可以多次确认订单。如果利安德巴赛尔公司发送更新版本的 PO，您必须重新确认。如果您希望在 "确认编号" 字段中添加字母，则必须使用全大写字母（大写字母）



确认服务采购订单

5 在 "预计完成日期" 字段中输入完成日期。

SAP Business Network - Enterprise Account

Confirming PO

Exit Next

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

* Indicates required field

Confirmation #: 676277
Associated Purchase Order #: 4404968348
Customer: Lyondell Chemical Company - TEST
Supplier Reference: 45676567557

Additional Information

Shipping and Tax Information

Est. Completion Date:* 12 Oct 2023

Est. Tax Cost: 15

Comments:

6 如果您想添加评论, 可以在 "评论" 字段中添加。

SAP Business Network - Enterprise Account

Confirming PO

Exit Next

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

* Indicates required field

Confirmation #: 676277
Associated Purchase Order #: 4404968348
Customer: Lyondell Chemical Company - TEST
Supplier Reference: 45676567557

Additional Information

Shipping and Tax Information

Est. Completion Date:* 12 Oct 2023

Est. Tax Cost: 15

Comments:



确认服务采购订单

7 单击 "下一步" 按钮查看 "审核订单确认" 页面。

SAP Business Network - Enterprise Account

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 676277
Associated Purchase Order #: 4404968348
Customer: Lyondell Chemical Company - TEST
Supplier Reference: 45676567557

Additional Information

Shipping and Tax Information

Est. Completion Date: 12 Oct 2023
Est. Tax Cost: 15
Comments: Example

Exit Next

8 出现 "审核订单确认" 页面。查看采购订单详情。如果所有详细信息都准确无误，请单击提交。

SAP Business Network - Enterprise Account

Confirming PO

Previous Submit Exit

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: 676277
Supplier Reference: 45676567557
Est. Tax Cost: 15.00 EUR
Comments: Example
Attachments:

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
00001	Not Available TEST SERVICE	Service	1.000 (ZZ)	27 Sep 2023	\$500.00 USD	\$500.00 USD

Current Order Status:
1.000 Confirmed With New Date (Estimated Completion Date: 12 Oct 2023)

Ariba Network Order Confirmation



确认服务采购订单

9

您将被转到您的采购订单，现在订单已被确认。

SAP Business Network - Enterprise Account

Purchase Order: 4404968348 Done

Create Order Confirmation | Create Ship Notice | Create Service Sheet | Create Invoice

Order Detail | Order History

From:
Lyondell Chemical Company
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To:
LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygart@sap.com

Purchase Order (已确认)
4404968348
Amount: \$500.00 USD

Payment Terms: NET 60

Contact Information
Supplier Address
CINTAS CORP
PO BOX 630803
CINCINNATI, OH 45263-0803
United States
Email: MitchellT2@cintas.com
Phone: + () 1-973-374-5800
Fax: + () 800-786-4367

Technical Support
Therryn Roberson
Email: THERRYN.ROBERSON@LYONDELLBASELL.COM

Routing Status: Acknowledged
Related Documents: 676277
42346010
42346010
More(1) »

SAP Business Network - Enterprise Account

Purchase Order: 4404968348 Done

Create Order Confirmation | Create Ship Notice | Create Service Sheet | Create Invoice

Order Detail | Order History

From:
Lyondell Chemical Company
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To:
LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygart@sap.com

Purchase Order (已确认)
4404968348
Amount: \$500.00 USD

Payment Terms: NET 60

Contact Information
Supplier Address
CINTAS CORP
PO BOX 630803
CINCINNATI, OH 45263-0803
United States
Email: MitchellT2@cintas.com
Phone: + () 1-973-374-5800
Fax: + () 800-786-4367

Technical Support
Therryn Roberson
Email: THERRYN.ROBERSON@LYONDELLBASELL.COM

Routing Status: Acknowledged
Related Documents: 676277
42346010
42346010
More(1) »



注意：根据订购单创建的所有文件都将显示在 "相关文件" 部分。





确认材料采购订单

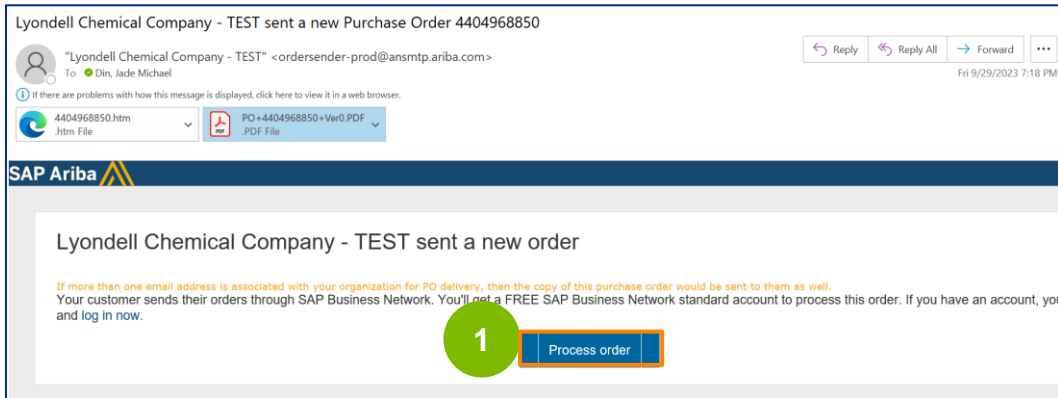
以下步骤适用于利安德巴赛尔供应商



确认材料采购订单

1

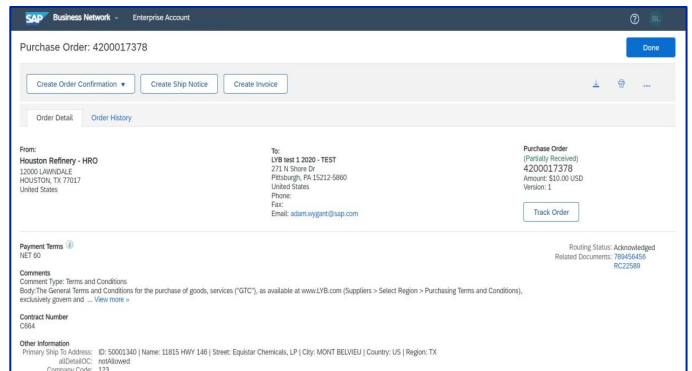
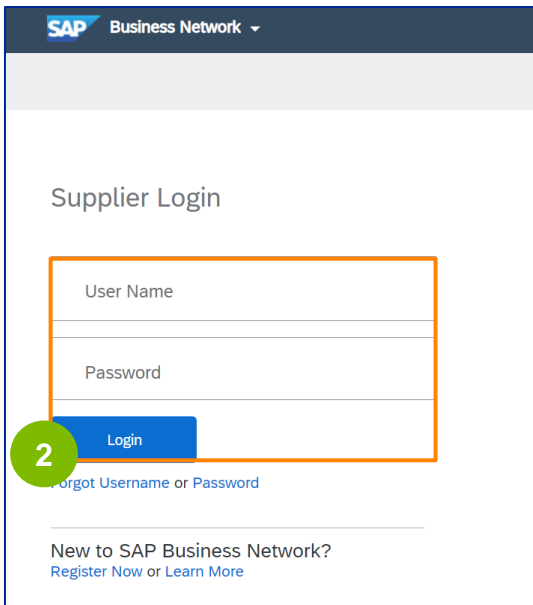
单击采购订单电子邮件上的 "处理订单" 按钮访问 [Ariba 网络](#)。您将收到每份采购订单的电子邮件；您可以[在此](#)了解有关订单路由的更多信息。



注意：如果您已登录 Ariba 网络，则无需执行此步骤。

2

在 [Ariba 网络](#) 登录页面输入用户名和密码，然后单击**登录**。然后您将跳转到采购订单。



Ariba Network Order Confirmation



确认材料采购订单

注：您也可以在主页搜索栏中输入采购单编号来查看采购单。此时会出现采购订单列表，选择所需的采购订单即可查看详细信息。

The screenshot shows the SAP Business Network homepage. At the top, there are navigation tabs: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. Below these is a search bar with filters for 'Orders and Releases', 'All customers', and 'Exact match'. The search input field contains the number '4404967917'. Below the search bar, there are five summary cards showing order statistics for the last 31 days: 186 New orders, 821 Orders, 140 Orders to invoice, 229 Invoices, and 39 Items to confirm.

The screenshot shows the 'Purchase Orders' page in SAP Business Network. It features a search filter section with 'Customer' set to 'All Customers' and 'Order Number' set to 'Exact number' with the value '4404967917'. Below the filters, there is a table of purchase orders. The first row is highlighted with an orange box.

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code	Purchasing
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,570.00 USD	14 Sep 2023	Changed			
Order	4404967917	1	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$3,240.00 USD	14 Sep 2023	Obsolated			
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,600.00 USD	13 Sep 2023	Obsolated			

The screenshot shows the details page for Purchase Order: 4404967917. It includes buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. Below these are tabs for 'Order Detail' and 'Order History'. The page displays the following information:

From: Equistar Chemicals LP
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-0880
United States
Phone:
Fax:
Email: adam.wygart@sap.com

Purchase Order (+ Changed): 4404967917
Amount: \$1,570.00 USD
Amount: \$3,240.00 USD
Version: 2 (Previous Version)

Track Order





确认材料采购订单

3

在采购订单中，单击**创建订单确认**下拉按钮，然后选择**确认整个订单**选项，创建整个订单确认。

Purchase Order: 4200017378

Create Order Confirmation ▼ Create Ship Notice Create Invoice

3 Confirm Entire Order

Update Line Items History

Reject Entire Order

From: Houston Refinery - HRO
12000 LAWDALE
HOUSTON, TX 77017
United States

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Purchase Order (Partially Received)
4200017378
Amount: \$10.00 USD
Version: 1

Track Order

Payment Terms NET 60

Comments
Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services ("GTC"), as available at www.LYB.com (Suppliers > Select Region > Purchasing Terms and Conditions), exclusively govern and ... View more »

4

出现 "确认订购单" 页面。在 **Confirmation #** 字段中输入一个唯一的确认编号。

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

▼ Order Confirmation Header

Confirmation #: 789456456

Associated Purchase Order #: 4200017378

Customer: Lyondell Chemical Company - TEST

Supplier Reference:

Additional Information



注意：您可以多次确认订单。如果利安德巴塞尔公司发送了更新版本的 PO，您必须重新确认。
如果要在确认编号字段中添加字母，则必须使用大写字母（大写字母）



确认材料采购订单

5 在 "预计发货日期" 字段中输入发货日期。

SAP Business Network - Enterprise Account

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 789456456

Associated Purchase Order #: 4200017378

Customer: Lyondell Chemical Company - TEST

Supplier Reference:

Additional Information

Shipping and Tax Information

Est. Shipping Date: 4 Oct 2023

Est. Delivery Date: 11 Oct 2023

Est. Shipping Cost:

Est. Tax Cost:

Comments:

6 在 "预计交货日期" 字段中输入交货日期。
如有需要, 请在 "备注" 栏中添加其他备注。

SAP Business Network - Enterprise Account

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 789456456

Associated Purchase Order #: 4200017378

Customer: Lyondell Chemical Company - TEST

Supplier Reference:

Additional Information

Shipping and Tax Information

Est. Shipping Date: 4 Oct 2023

Est. Delivery Date: 11 Oct 2023

Est. Shipping Cost:

Est. Tax Cost:

Comments: Example



注: 如果您确认了另一个交货日期, 利安德巴塞尔将收到通知。



确认材料采购订单

7 单击 "下一步" 按钮查看 "审核订单确认" 页面。

SAP Business Network - Enterprise Account

Confirming PO

Exit Next

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 789456456

Associated Purchase Order #: 4200017378

Customer: Lyondell Chemical Company - TEST

Supplier Reference:

Additional Information

Shipping and Tax Information

Est. Shipping Date: 4 Oct 2023

Est. Shipping Cost:

Est. Delivery Date: 11 Oct 2023

Est. Tax Cost:

Comments: Example

8 出现 "审核订单确认" 页面，请花一些时间审查采购订单的详细信息。如果所有详细信息都准确无误，请单击 "提交" 按钮确认采购订单。

SAP Business Network - Enterprise Account

Confirming PO

Previous Submit Exit

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: 789456456

Supplier Reference:

Comments: Example

Attachments:

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
1	Services Software	Material	10 (EA)	30 Sep 2023	\$1.00 USD	\$10.00 USD

Current Order Status:
10 Confirmed With New Date (Estimated Shipment Date: 4 Oct 2023; Estimated Delivery Date: 11 Oct 2023)

Previous Submit Exit



确认材料采购订单

9

您将被转到您的采购订单，现在订单已被确认。

Purchase Order: 4200017378

Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

From: Houston Refinery - HRO
12000 LAWNDALE
HOUSTON, TX 77017
United States

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

9 Purchase Order (已确认)
4200017378
Amount: \$10.00 USD
Version: 1

Track Order

Payment Terms NET 60

Comments
Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services ("GTC"), as available at www.LYB.com (Suppliers > Select Region > Purchasing Terms and Conditions), exclusively govern and ... View more »

Contract Number C664

Other Information
Primary Ship To Address: ID: 50001340 | Name: 11815 HWY 146 | Street: Equistar Chemicals, LP | City: MONT BELVIEU | Country: US | Region: TX
allDetailOC: notAllowed
Company Code: 123

Routing Status: Acknowledged
Related Documents: 789456456
RC22589

Purchase Order: 4200017378

Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

From: Houston Refinery - HRO
12000 LAWNDALE
HOUSTON, TX 77017
United States

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Purchase Order (已确认)
4200017378
Amount: \$10.00 USD
Version: 1

Track Order

Payment Terms NET 60

Comments
Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services ("GTC"), as available at www.LYB.com (Suppliers > Select Region > Purchasing Terms and Conditions), exclusively govern and ... View more »

Contract Number C664

Other Information
Primary Ship To Address: ID: 50001340 | Name: 11815 HWY 146 | Street: Equistar Chemicals, LP | City: MONT BELVIEU | Country: US | Region: TX
allDetailOC: notAllowed
Company Code: 123

Routing Status: Acknowledged
Related Documents: 789456456
RC22589



注意：根据订购单创建的所有文件都将显示在 "相关文件" 部分。



拒绝订购单

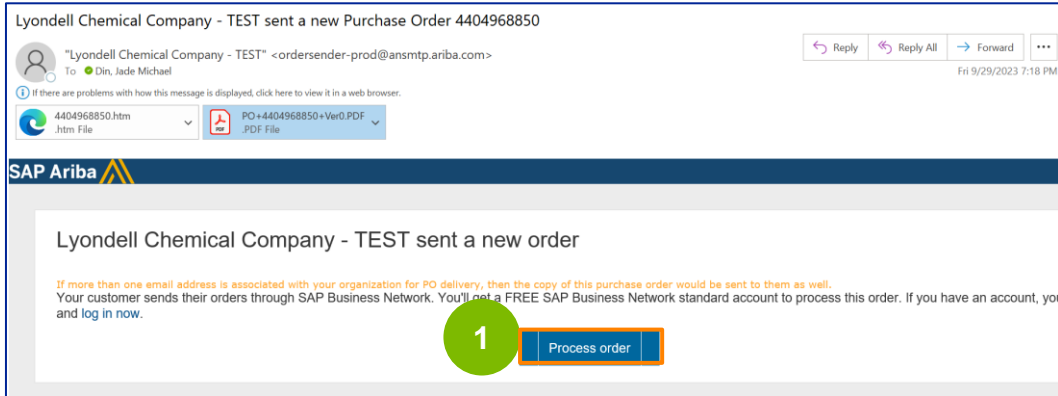
以下步骤适用于利安德巴赛尔供应商



拒绝材料或服务采购订单

1

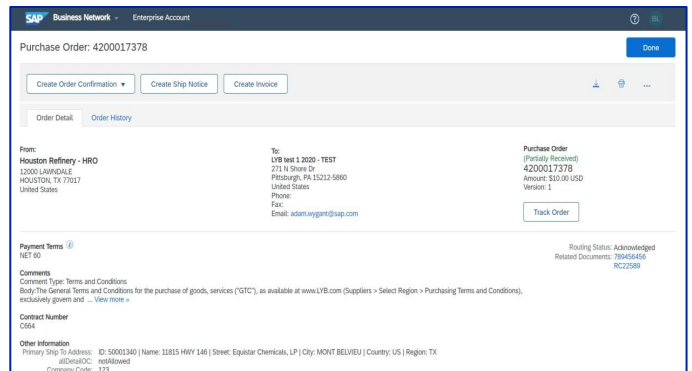
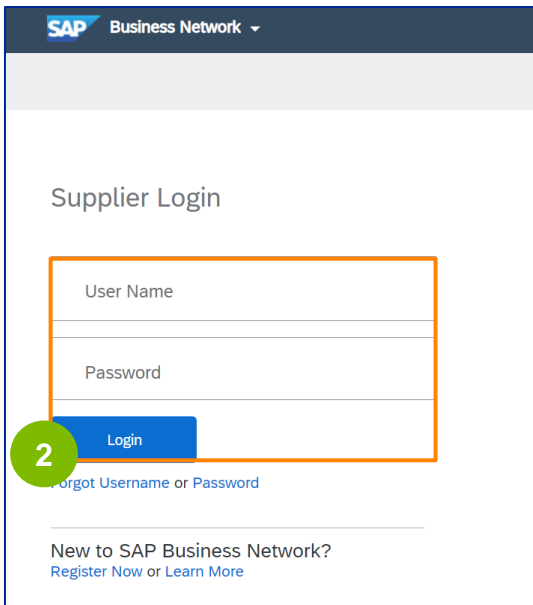
单击采购订单电子邮件上的 "处理订单" 按钮访问 [Ariba 网络](#)。您将收到每份采购订单的电子邮件;您可以[在此](#)了解有关订单路由的更多信息。



注意：如果您已登录 Ariba 网络，则无需执行此步骤。

2

在 [Ariba 网络](#) 登录页面输入用户名和密码，然后单击**登录**。然后您将跳转到采购订单。



Ariba Network Order Confirmation



拒绝材料或服务采购订单

注：您也可以在主页搜索栏中输入采购单编号来查看采购单。此时会出现采购订单列表，选择所需的采购订单即可查看详细信息。

The screenshot shows the SAP Business Network homepage. At the top, there are navigation tabs: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. Below these is a search bar with filters for 'Orders and Releases', 'All customers', and 'Exact match'. The search input field contains the number '4404967917'. Below the search bar, there are five summary cards showing order statistics for the last 31 days: 186 New orders, 821 Orders, 140 Orders to invoice, 229 Invoices, and 39 Items to confirm.

The screenshot shows the 'Purchase Orders' page in SAP Business Network. It features a search filter section with 'Customer' set to 'All Customers' and 'Order Number' set to 'Exact number' with the value '4404967917'. Below the filters, there is a table of purchase orders. The first row is highlighted with an orange box.

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code	Purchasing
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,570.00 USD	14 Sep 2023	Changed			
Order	4404967917	1	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$3,240.00 USD	14 Sep 2023	Obsolated			
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,600.00 USD	13 Sep 2023	Obsolated			

The screenshot shows the details page for Purchase Order: 4404967917. It includes buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. Below these are tabs for 'Order Detail' and 'Order History'. The page displays the following information:

From: Equistar Chemicals LP
1221 McKinney, Suite 300
HOUSTON, TX 77002
United States
Phone:
Fax:

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-0880
United States
Phone:
Fax:
Email: adam.wygart@sap.com

Purchase Order (+ Changed): 4404967917
Amount: \$1,570.00 USD
Amount: \$3,240.00 USD
Version: 2 (Previous Version)

Track Order





拒绝材料或服务采购订单

3

在采购订单中，单击**创建订单确认**下拉按钮，然后选择**拒绝整个订单**选项来拒绝整个订单。



注意：拒绝订单并不一定会取消订单，也可用于要求更改订单（如价格更改、数量更改等）。

The screenshot displays the SAP Business Network interface for a Purchase Order (4200017521). The 'Create Order Confirmation' dropdown menu is open, and the 'Reject Entire Order' option is highlighted with an orange border. A green circle with the number '3' is overlaid on the dropdown menu. The interface also shows the 'From' and 'To' information, 'Payment Terms' (NET 60), and 'Comments'.

Purchase Order: 4200017521

From: Houston Refinery - HRO
12000 LAWINDALE
HOUSTON, TX 77017
United States

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Purchase Order (New)
4200017521
Amount: \$1.00 USD
Version: 1

Payment Terms (i)
NET 60

Comments
Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services ("GTC"), as available at www.LYB.com (Suppliers > Select Region > Purchasing Terms and Conditions), exclusively govern and ... View more »

Contract Number
C664



注意：拒绝采购订单的流程对于材料订单和服务订单都是一样的。



拒绝材料或服务采购订单

4

弹出 "拒绝整个订单" 框。在 **Confirmation # (确认编号)** 字段中输入确认编号。

SAP Business Network - Enterprise Account

Purchase Order: 4200017521

Create Order Confirmation ▾ Create Ship Notice

Order Detail Order History

From:
Houston Refinery - HRO
12000 LAWNSDALE
HOUSTON, TX 77017
United States

Payment Terms ⓘ
NET 60

Comments
Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, sent exclusively govern and ... View more >

Contract Number
C664

Other Information
Primary Ship To Address: ID: | Name: | Street: | City: | Country: | Region:
allDetailOC: notAllowed
Company Code: 123

Purchase Order (New)
4200017521
Amount: \$1.00 USD
Version: 1

Track Order

REJECT ENTIRE ORDER

Order Confirmation Number:
Confirmation #: 879846546

Rejection Reason: ▾

Comments:

Reject Order Cancel



注意：如果要在确认 # 字段中添加字母，则必须使用大写字母（大写字母）

5

在 "拒绝原因" 字段中，选择所需的拒绝订单原因。

SAP Business Network - Enterprise Account

Purchase Order: 4200017521

Create Order Confirmation ▾ Create Ship Notice

Order Detail Order History

From:
Houston Refinery - HRO
12000 LAWNSDALE
HOUSTON, TX 77017
United States

Payment Terms ⓘ
NET 60

Comments
Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, sent exclusively govern and ... View more >

Contract Number
C664

Other Information
Primary Ship To Address: ID: | Name: | Street: | City: | Country: | Region:
allDetailOC: notAllowed
Company Code: 123

Purchase Order (New)
4200017521
Amount: \$1.00 USD
Version: 1

Track Order

REJECT ENTIRE ORDER

Order Confirmation Number:
Confirmation #: 879846546

Rejection Reason: Please Select

Comments:

Reject Order Cancel

- Please Select
- Duplicate Order
- Incorrect Delivery Date
- Incorrect Description
- Incorrect Price
- Incorrect Quantity
- Incorrect Stock/Part Number
- Incorrect Supplier Code Used
- Incorrect UOM
- Not our Product Line
- Unable to Supply Item(s)



拒绝材料或服务采购订单

6

请在 "评论" 栏中详细描述更改内容, 利安德巴塞尔将收到通知并根据评论采取必要行动。

Purchase Order: 4200017521

From:
Houston Refinery - HRO
12000 LAWNSDALE
HOUSTON, TX 77017
United States

Payment Terms
NET 60

Comments
Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services and materials, which are subject to the exclusive govern and ... View more »

Contract Number
C664

Other Information
Primary Ship To Address: ID: | Name: | Street: | City: | Country: | Region:
allDetailOC: notAllowed
Company Code: 123

Purchase Order (New)
4200017521
Amount: \$1.00 USD
Version: 1

Track Order

REJECT ENTIRE ORDER

Order Confirmation Number:
Confirmation #: 879846546

Rejection Reason: Not our Product Line

Comments: Product not available.

Reject Order Cancel

7

单击**拒绝订单**按钮拒绝订单

Purchase Order: 4200017521

From:
Houston Refinery - HRO
12000 LAWNSDALE
HOUSTON, TX 77017
United States

Payment Terms
NET 60

Comments
Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services and materials, which are subject to the exclusive govern and ... View more »

Contract Number
C664

Other Information
Primary Ship To Address: ID: | Name: | Street: | City: | Country: | Region:
allDetailOC: notAllowed
Company Code: 123

Purchase Order (New)
4200017521
Amount: \$1.00 USD
Version: 1

Track Order

REJECT ENTIRE ORDER

Order Confirmation Number:
Confirmation #: 879846546

Rejection Reason: Not our Product Line

Comments: Product not available.

Reject Order Cancel



拒绝材料或服务采购订单

8

您将转到您的采购订单。现在，您的采购订单状态将显示为 "拒绝"，并自动通知利安德巴塞尔进行更改。

The screenshot shows the SAP Business Network interface for a purchase order. The order number is 4200017521. The status is "Purchase Order (Rejected)". The amount is \$1.00 USD. The version is 1. The routing status is "Acknowledged". The related documents are 879846546. The interface includes buttons for "Create Order Confirmation", "Create Ship Notice", and "Create Invoice". The "Order Detail" tab is selected. The "From" information is Houston Refinery - HRO, 12000 LAWINDALE, HOUSTON, TX 77017, United States. The "To" information is LYB test 1 2020 - TEST, 271 N Shore Dr, Pittsburgh, PA 15212-5860, United States. The contact information is Phone: , Fax: , Email: adam.wygant@sap.com. The payment terms are NET 60. The comments are "Comment Type: Terms and Conditions" and "Body: The General Terms and Conditions for the purchase of goods, services ('GTC'), as available at www.LYB.com (Suppliers > Select Region > Purchasing Terms and Conditions), exclusively govern and ... View more »".



注：利安德巴塞尔买方将发送修订后的采购订单，供您审查并确认最新版本。

The screenshot shows the SAP Business Network interface for a purchase order. The order number is 4200017521. The status is "Purchase Order (Rejected)". The amount is \$1.00 USD. The version is 1. The routing status is "Acknowledged". The related documents are 879846546. The interface includes buttons for "Create Order Confirmation", "Create Ship Notice", and "Create Invoice". The "Order Detail" tab is selected. The "From" information is Houston Refinery - HRO, 12000 LAWINDALE, HOUSTON, TX 77017, United States. The "To" information is LYB test 1 2020 - TEST, 271 N Shore Dr, Pittsburgh, PA 15212-5860, United States. The contact information is Phone: , Fax: , Email: adam.wygant@sap.com. The payment terms are NET 60. The comments are "Comment Type: Terms and Conditions" and "Body: The General Terms and Conditions for the purchase of goods, services ('GTC'), as available at www.LYB.com (Suppliers > Select Region > Purchasing Terms and Conditions), exclusively govern and ... View more »".



注意：根据订购单创建的所有文件都将显示在 "相关文件" 部分。



按细列项目更新服务订购单

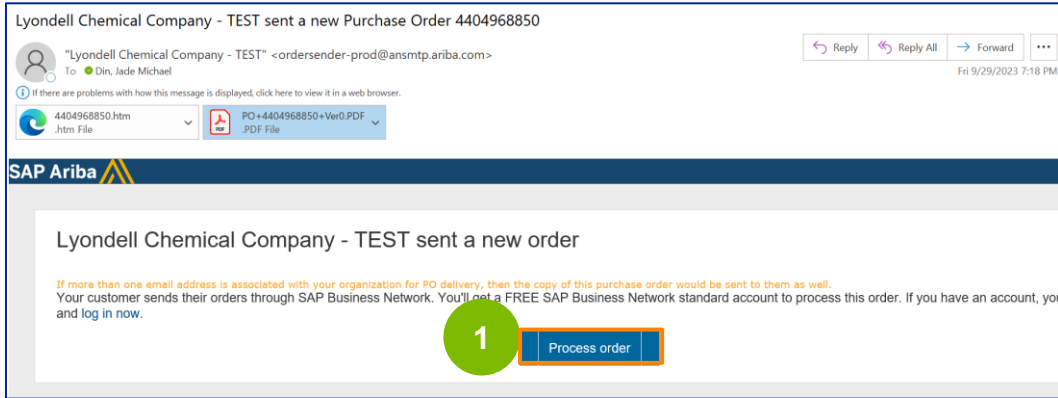
以下步骤适用于利安德巴塞尔供应商



按细列项目更新服务订购单

1

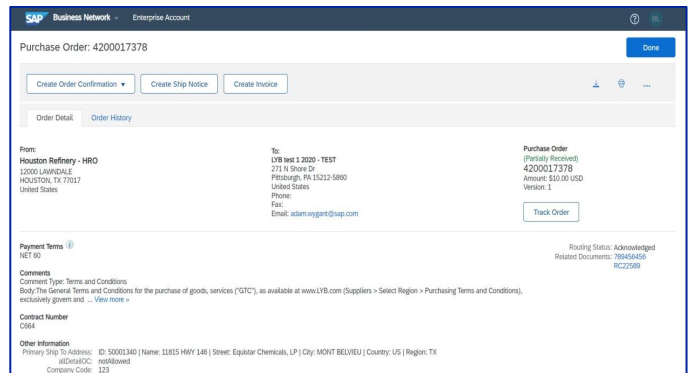
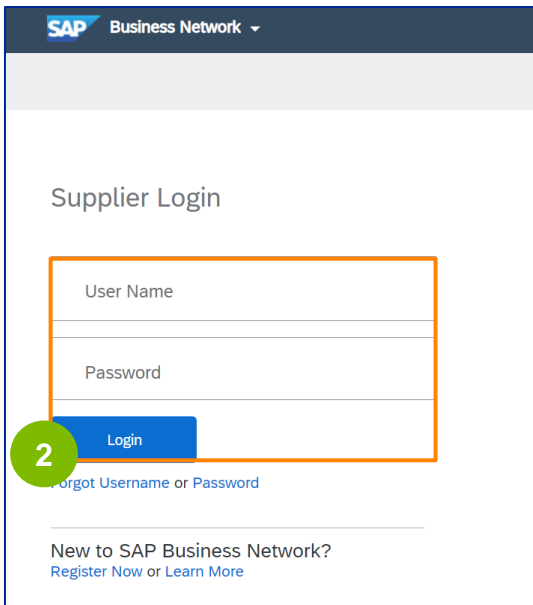
单击采购订单电子邮件上的 "处理订单" 按钮访问 [Ariba 网络](#)。您将收到每份采购订单的电子邮件;您可以[在此](#)了解有关订单路由的更多信息。



注意：如果您已登录 Ariba 网络，则无需执行此步骤。

2

在 [Ariba 网络](#) 登录页面输入用户名和密码，然后单击**登录**。然后您将跳转到采购订单。



Ariba Network Order Confirmation



按细列项目更新服务订购单

注：您也可以在主页搜索栏中输入采购单编号来查看采购单。此时会出现采购订单列表，选择所需的采购订单即可查看详细信息。

The screenshot shows the SAP Business Network homepage for an Enterprise Account. The navigation bar includes Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. The search bar is set to 'Orders and Releases' with 'All customers' and 'Exact match' filters. The search input field contains the order number '4404967917'. Below the search bar, there are five summary cards: '186 New orders' (Last 31 days), '821 Orders' (Last 31 days), '140 Orders to invoice' (Last 31 days), '229 Invoices' (Last 31 days), and '39 Items to confirm' (Last 31 days).

The screenshot shows the 'Purchase Orders' page in SAP Business Network. It features a search filter section with 'Customer' set to 'All Customers' and 'Order Number' set to 'Exact number' with the value '4404967917'. Below the filters, there is a table of purchase orders:

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code	Purchasing
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,570.00 USD	14 Sep 2023	Changed			
Order	4404967917	1	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$3,240.00 USD	14 Sep 2023	Obsolated			
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,600.00 USD	13 Sep 2023	Obsolated			

The screenshot shows the details page for Purchase Order: 4404967917. It includes buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. Below these are tabs for 'Order Detail' and 'Order History'. The page displays the following information:

From: Equistar Chemicals LP
1221 McKinney, Suite 300
HOUSTON, TX 77002
United States
Phone:
Fax:

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-0880
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Purchase Order (+ Changed): 4404967917
Amount: \$1,570.00 USD
Amount: \$3,240.00 USD
Version: 2 (Previous Version)

Track Order





按细列项目更新服务订购单

3

在采购订单内，单击**创建订单确认**下拉按钮，然后选择**更新行项目**选项，按行更新采购订单。

Purchase Order: 4404968770

3

Create Order Confirmation ▼ Create Ship Notice Create Service Sheet Create Invoice

Confirm Entire Order
Update Line Items history
Reject Entire Order

From:
Houston Refining LP
1221 McKinney, Suite 700
HOUSTON, TX 77010
United States
Phone:
Fax:

To:
LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Purchase Order
(New)
4404968770
Amount: \$100.00 USD

Payment Terms ⓘ
NET 60

Contact Information
Supplier Address
CINTAS CORP
PO BOX 630803
CINCINNATI, OH 45263-0803

Technical Support
Dennis Thomas
Email: DENNIS.THOMAS@LYONDELLBASELL.COM



注意：在 "更新行项目" 字段中，可以部分确认、退订或拒绝行项目。



按细列项目更新服务订购单

4

出现 "确认订购单" 页面。在确认 # 字段中输入确认编号。

Confirming PO

Exit Next

1 Update Item Status

2 Review Confirmation

Order Confirmation Header * Indicates required field

Confirmation #: 6564732

Associated Purchase Order #: 4404968770

Customer: Lyondell Chemical Company - TEST

Supplier Reference:

Additional Information

Shipping and Tax Information

Enter tax information at the line item level.

Est. Completion Date: Est. Tax Cost:

Comments:



注意：如果要在确认 # 字段中添加字母，则必须使用大写字母（大写字母）

5

在 "预计完成日期" 字段中输入完成日期。

SAP Business Network - Enterprise Account

Confirming PO

Exit Next

1 Update Item Status

2 Review Confirmation

Order Confirmation Header * Indicates required field

Confirmation #: 6564732

Associated Purchase Order #: 4404968770

Customer: Lyondell Chemical Company - TEST

Supplier Reference:

Additional Information

Shipping and Tax Information

Enter tax information at the line item level.

Est. Completion Date: 19 Oct 2023 Est. Tax Cost:

Comments:



按细列项目更新服务订购单

6

向下滚动到 "行项目" 部分, 更新 "确认" 或 "拒绝" 字段。单击**详细信息**按钮更新确认字段的行项目详细信息。

The screenshot shows the 'Line Items' section of an SAP Ariba order confirmation page. It features a table with columns: Line #, Part # / Description, Customer Part #, Type, Qty (Unit), Need By, Unit Price, and Subtotal. The first row is expanded to show details for line item 00001, which is 'Not Available' and a 'Service' with a quantity of 1.000. Below the table, there are radio buttons for 'Confirm' (selected) and 'Reject'. A 'Details' button is highlighted with a green circle containing the number 6. Other elements include a 'Choose File' button, an 'Add Attachment' button, and a 'Confirm All' button at the bottom.

7

此时会出现 "详细信息" 页面, 您可以在**此查看或修改细列项目**。例如, 您可以更新完成日期和添加注释。单击**"确定"**确认您的选择并继续。

The screenshot shows the 'Details' page for a line item in SAP Ariba. The page title is 'SAP Business Network - Enterprise Account'. It displays a table with columns: Line No., Part # / Description, Qty, Unit, Need By, Ship By, Unit Price, and Subtotal. The line item 00001 is shown as 'Not Available' with a quantity of 1,000 and a unit of 'ZZ'. Below the table, there is a 'New Order Status: 1,000 Confirmed' message. The 'Est. Completion Date' is set to '19 Oct 2023'. A 'Comments' field contains the text 'Example'. At the top right, an 'OK' button is highlighted with a green circle containing the number 7. There are also 'Cancel' buttons at the top right and bottom right.



按细列项目更新服务订购单

8

如果要拒绝某个细列项目，必须选择拒绝的理由，并在必要时添加注释。

The screenshot displays a table with columns: Line #, Part # / Description, Customer Part #, Type, Qty (Unit), Need By, Unit Price, and Subtotal. The first row (Line # 00001) is expanded to show details. A green circle with the number '8' highlights the 'Reject - Please specify a reason:' section. This section includes a dropdown menu with 'Unable to Supply Item' selected and a text input field containing 'Unable to Supply Item'. Other options include 'Confirm' and 'Details'. Below this, there is a 'Confirm All' button.

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal
00001	Not Available TEST SERVICE		Service		3 Oct 2023		\$100.00 USD
00001:unknown Not Available I5113000100 Service 1.000 (Z1J) \$100.00 USD \$100.00 USD SERVIZI PER COSTI DI STRUMENTAZ. (L680)							

9

单击 "下一步" 按钮进入 "审核确认" 页面。

This screenshot shows the same interface as the previous one, but with a green circle containing the number '9' highlighting the 'Next' button at the bottom right of the page. The 'Reject' option is still selected for the service item.

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal
00001	Not Available TEST SERVICE		Service		3 Oct 2023		\$100.00 USD
00001:unknown Not Available I5113000100 Service 1.000 (Z1J) \$100.00 USD \$100.00 USD SERVIZI PER COSTI DI STRUMENTAZ. (L680)							



按细列项目更新服务订购单

10

出现 "审查订单确认" 页面, 请花一些时间审查采购订单的详细信息。如果所有详细信息都准确无误, 请单击 "提交" 按钮确认采购订单。

Confirming PO

Confirmation #: 6564732
Supplier Reference: 6564732
Est. Completion Date: 19 Oct 2023

Line Items

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal
00001	Not Available TEST SERVICE		Service		3 Oct 2023		\$100.00 USD
Current Order Status: 1.000 Rejected (Rejection Reason: Unable to Supply Item; Comments: Unable to supply item)							
00001 unknown	Not Available	IS113000100	Service	1.000 (2LJ)		\$100.00 USD	\$100.00 USD
SERVIZI PER COSTI DI STRUMENTAZ. (L.680)							

Submit

11

您将被转到您的采购订单, 现在订单已被确认。

Purchase Order: 4404968770

Order Detail

From: Houston Refining LP
1221 McKinney, Suite 700
HOUSTON, TX 77010
United States
Phone: +1 281 973 314 5800
Fax: +1 281 973 314 5800

To: LYB test 1.2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone: +1 412 281 2812
Fax: +1 412 281 2812
Email: adam.vygent@sap.com

Payment Terms: NET 60

Contact Information
Supplier Address
CINTAS CORP
PO BOX 630603
CINCINNATI, OH 45263-0803
United States
Email: kltinell72@cintas.com
Phone: +1 513 973 314 5800
Fax: +1 513 973 314 5800
Purchasing Agent
ARIBA CONTRACT ITEM
Email: lybchamps@ariba.com
Phone: +1 513 973 314 5800

Technical Support
Dennis Thomas
Email: DENNIS.THOMAS@LYONDELLBASELL.COM

Purchase Order
ID: 4404968770
Amount: \$100.00 USD

Routing Status: Acknowledged
Related Documents: 6564732, 6564732



按细列项目更新服务订购单

12

您将被转到采购订单，现在订单已确认。

Purchase Order: 4404968770

Create Order Confirmation | Create Ship Notice | Create Service Sheet | Create Invoice

Order Details | Order History

From: Houston Refining LP
1221 McKinney, Suite 700
HOUSTON, TX 77010
United States
Phone:
Fax:

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.vygart@sap.com

Purchase Order (已确认)
4404968770
Amount: \$100.00 USD

Payment Terms: NET 60

Contact Information
Supplier Address
CINTAS CORP
PO BOX 630803
CINCINNATI, OH 45260-0803
United States
Email: MitchellT@cintas.com
Phone: + (1) 513-774-5900
Fax: + (1) 600-788-4397
Purchasing Agent
ARIBA CONTRACT ITEM
Email: lycitemp@ariba.com
Phone: + (1) ARIBA ITEMS

Technical Support
Dennis Thomas
Email: DENNIS.THOMAS@LYONDELBASELL.COM

Routing Status: Acknowledged
Related Documents: 6564732
6564732



注意：根据订购单创建的所有文件都将显示在 "相关文件" 部分。

任何需要采取行动(如拒收)的细列项目都将以新版订购单的形式发回，需要对其进行审核和重新确认。



按细列项目更新材料采购订单

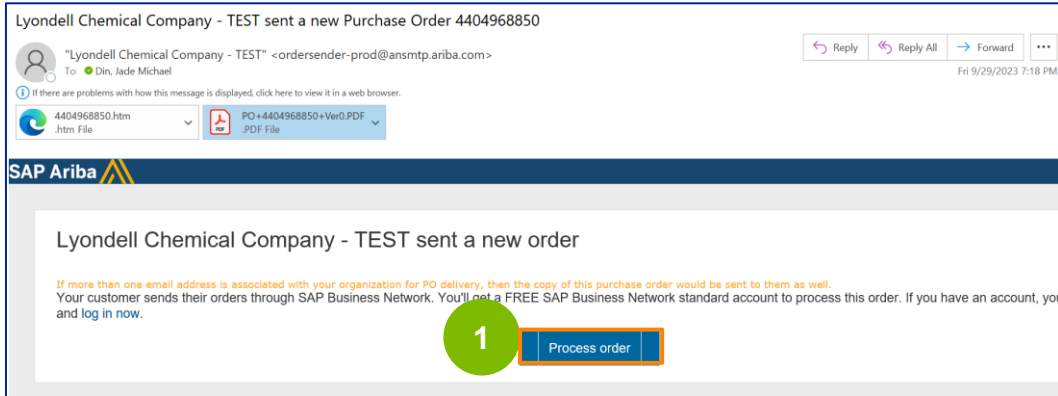
以下步骤适用于利安德巴塞尔供应商



按细列项目更新材料采购订单

1

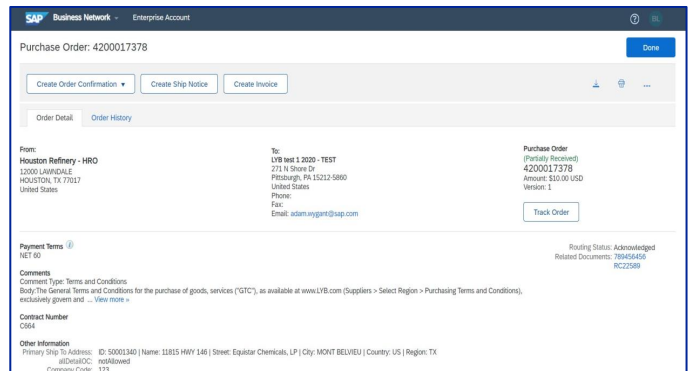
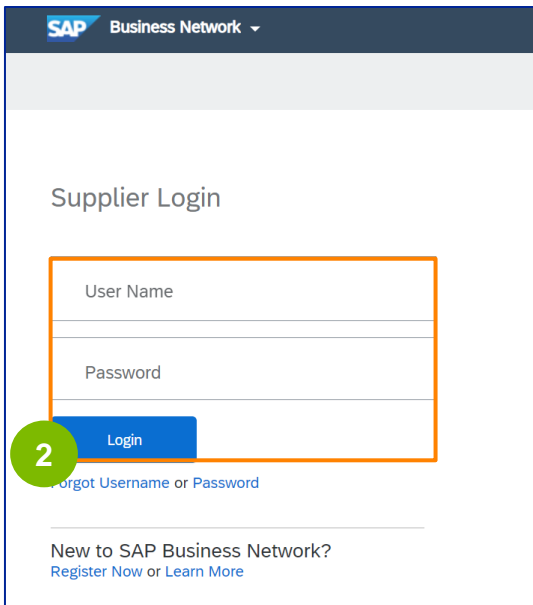
单击采购订单电子邮件上的 "处理订单" 按钮访问 [Ariba 网络](#)。您将收到每份采购订单的电子邮件;您可以[在此](#)了解有关订单路由的更多信息。



注意：如果您已登录 Ariba 网络，则无需执行此步骤。

2

在 [Ariba 网络](#) 登录页面输入用户名和密码，然后单击**登录**。然后您将跳转到采购订单。



Ariba Network Order Confirmation



按细列项目更新材料采购订单

注：您也可以在主页搜索栏中输入采购单编号来查看采购单。此时会出现采购订单列表，选择所需的采购订单即可查看详细信息。

The screenshot shows the SAP Business Network homepage. At the top, there are navigation tabs: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. Below the navigation is a search bar with filters: Orders and Releases, All customers, Exact match, and a search input field containing '4404967917'. Below the search bar, there are five summary cards showing order statistics for the last 31 days: 186 New orders, 821 Orders, 140 Orders to invoice, 229 Invoices, and 39 Items to confirm.

The screenshot shows the 'Purchase Orders' section in SAP Business Network. It includes a search filter section with 'Customer: All Customers' and 'Order Number: 4404967917' (Exact number selected). Below the filters is a table of purchase orders:

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code	Purchasing
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,570.00 USD	14 Sep 2023	Changed			
Order	4404967917	1	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$3,240.00 USD	14 Sep 2023	Obsolated			
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,600.00 USD	13 Sep 2023	Obsolated			

The screenshot shows the details for Purchase Order 4404967917. It includes buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. Below are tabs for 'Order Detail' and 'Order History'. The order details are as follows:

From: Equistar Chemicals LP
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-0880
United States
Phone:
Fax:
Email: adam.wygart@sap.com

Purchase Order (+ Changed)
4404967917
Amount: \$1,570.00 USD
Amount: \$3,240.00 USD
Version: 2 (Previous Version)

Track Order





按细列项目更新材料采购订单

3

在采购订单内，单击**创建订单确认**下拉按钮，然后选择**更新行项目**选项，按行更新采购订单。

Purchase Order: 4404969251

Create Order Confirmation (dropdown) | Create Ship Notice | Create Service Sheet | Create Invoice

Confirm Entire Order | Update Line Items (highlighted) | History | Reject Entire Order

From:
Lyondell Chemical Company
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To:
LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Payment Terms ⓘ
NET 60

Contact Information
Supplier Address
EXAMPLE SUPPLIER
1221 MCKINNEY STRET
HOUSTON, TX 77010
United States
Email: example@lyondellbasell.com
Phone: + () 1 1234567890
Fax: + () 800-786-4367
Purchasing Agent
BRITTANY VANRIGHT
Email: brittany.vanright@lyondellbasell.com
Phone: + () 281 452 8783

Technical Support
Therryn Roberson
Email: THERRYN.ROBERSON@LYONDELLBASELL.COM

Other Information
PurchaseOrg: OPER

Attachments
PO 4404969251 Ver0.PDF (application/pdf, charset=UTF-8)



注意：在审查有多个细列项目的订购单时，如果您想确认、拒绝或更新这些细列项目，请使用更新细列项目字段。



按细列项目更新材料采购订单

4

出现 "确认订购单" 页面。在**确认 #** 字段中输入确认编号。

Confirming PO

Exit Next

1 Update Item Status

2 Review Confirmation

Order Confirmation Header

* Indicates required field

Confirmation #: CONF1234

Associated Purchase Order #: PO00004

Customer: Ben's Company - TEST

Supplier Reference:

Shipping and Tax Information

Enter shipping and tax information at the line item level.

Est. Shipping Date: 27 Aug 2023

Est. Shipping Cost:

Est. Delivery Date:

Est. Tax Cost:

Comments:



注意：如果要在确认 # 字段中添加字母，则必须使用大写字母（大写字母）

5

在 "预计发货日期" 字段中输入发货日期。

Confirming PO

Exit Next

1 Update Item Status

2 Review Confirmation

Order Confirmation Header

* Indicates required field

Confirmation #: CONF1234

Associated Purchase Order #: PO00004

Customer: Ben's Company - TEST

Supplier Reference:

Shipping and Tax Information

Enter shipping and tax information at the line item level.

Est. Shipping Date: 27 Aug 2023

Est. Shipping Cost:

Est. Delivery Date:

Est. Tax Cost:

Comments:



按细列项目更新订购单

6

在 "预计交货日期" 字段中输入交货日期。
如有需要, 请在 "备注" 栏中添加其他备注。

Confirming PO

Exit Next

1 Update Item Status Order Confirmation Header * Indicates required field

2 Review Confirmation

Confirmation #: CONF1234

Associated Purchase Order #: PO00004

Customer: Ben's Company - TEST

Supplier Reference:

Shipping and Tax Information

Enter shipping and tax information at the line item level.

Est. Shipping Date: 27 Aug 2023 Est. Shipping Cost:

6 Est. Delivery Date: 3 Oct 2023 Est. Tax Cost:

Comments:

7

向下滚动到 "行项目" 部分, 更新 "确认"、"退回订单" 或 "拒绝" 字段。例如, 在 "确认" 字段中添加了 20 个数量。单击 "详细信息" 按钮查看细列项目详细信息。

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
10	Test-1178 test item	20 (C62)	3 Oct 2023	150.00 EUR	3,000.00 EUR
Current Order Status					
<input checked="" type="radio"/> 20 Unconfirmed					
Confirm:	20	Backorder:		Reject:	
Attachments:					
No items					
Choose File No file chosen Add Attachment					
The total size of all attachments cannot exceed 10MB					
20	Test-1179 test item	50 (C62)	1 Oct 2021	100.00 EUR	5,000.00 EUR
Current Order Status					
<input checked="" type="radio"/> 50 Unconfirmed					



请注意如果要剔除某个细列项目, 必须选择剔除原因并添加说明性注释。
并添加说明性注释。



按细列项目更新材料采购订单

8

细列项目详细信息会显示更新的详细信息。在 "预计发货日期" 字段中输入发货日期。您还可以添加其他详细信息, 如单价、供应商零件或其他注释。

Item	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
10	Test-1178 test item	20	C62	3 Oct 2023		150.00 EUR	3,000.00 EUR

New Order Status: 20 Confirmed

Est. Shipping Date: 27 Aug 2023

Est. Delivery Date: 3 Oct 2023

Unit Price: 150.00 EUR

Supplier Part: Test-1178

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Supplier Batch ID:

Comments:

Description: test item



注意： 如果要添加延期订单或拒绝订单, 此屏幕会有所不同。

9

在 "预计交货日期" 字段中输入交货日期, 单击 "确定" 按钮确认详细信息并返回采购订单页面。

Item	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
10	Test-1178 test item	20	C62	3 Oct 2023 ;		150.00 EUR	3,000.00 EUR

New Order Status: 20 Confirmed

Est. Shipping Date: 27 Aug 2023

Est. Delivery Date: 3 Oct 2023

Unit Price: 150.00 EUR

Supplier Part: Test-1178

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Supplier Batch ID:

Comments:

Description: test item



按细列项目更新材料采购订单

10

可选: 您可以在标题或行一级添加附件。
单击 "选择文件" 按钮添加附件。

10 Choose File No file chosen Add Attachment

The total size of all attachments cannot exceed 10MB

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price
10	Test-1178 test item	20 (C62)	3 Oct 2023	150.00 EUR

Current Order Status

20 confirmed

Confirm: Backorder: Reject:

Attachments:

Name	Size (bytes)	Content Type
No items		

Choose File No file chosen Add Attachment



注: 附件仅供存放之用, 不会发送给买家。

11

单击 "下一步" 按钮进入 "审核确认" 页面。

50 Backordered (Estimated Shipment Date 27 Aug 2023 Estimated Delivery Date: 3 Oct 2023)

Confirm: Backorder: Reject: Details ⓘ

Attachments:

Name	Size (bytes)	Content Type
No items		

Choose File No file chosen Add Attachment

The total size of all attachments cannot exceed 10MB

Confirm All ⓘ

Exit Next

11



按细列项目更新材料采购订单

12

出现 "审查订单确认" 页面, 请花一些时间审查采购订单的详细信息。如果所有详细信息都准确无误, 请单击 "提交" 按钮确认采购订单。

Confirming PO

Previous **Submit** Exit

12

1 Update Item Status

2 Review Confirmation

Confirmation #: CONF1234
Supplier Reference:
Est. Shipping Date: 27 Aug 2023

Attachments:

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
10	Test-1178 test item	20 (C62)	3 Oct 2023	150.00 EUR	3,000.00 EUR
Current Order Status: 20 confirmed					
20	Test-1179 test item	50 (C62)	3 Oct 2023	100.00 EUR	5,000.00 EUR
Current Order Status: 50 Backordered (Estimated Shipment Date: 27 Aug 2021; Estimated Delivery Date: 31 Aug 2021)					

Previous **Submit** Exit

13

您将被转到您的采购订单, 现在订单已被确认。

Purchase Order: PO00004

13 **Done**

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

From: Customer
Energie
Address ID: PO3

To: Testtest - TEST
Langwasserstrasse
90001 Nurnberg
Germany
Phone:
Fax:
Email:

Purchase Order
(Partially Confirmed)
PO00004
Amount: 8,000.00 EUR

Comments
Header level comments like Terms and Conditions etc.

Routing Status: Acknowledged
Related Documents: CONF1234
CONF1234

Contact Information
Requisitioner Address
Requisitioner user name
New Street
London
L12345
United Kingdom
Email: requisitioner@test.com
Address ID: 10000199

Supplier Address
Supplier Company Ltd Bureau
New Street
London
LN155PP
United Kingdom
Address ID: SUP00



按细列项目更新材料采购订单

Purchase Order: PO00004 Done

Create Order Confirmation ▼ Create Ship Notice Create Invoice ▼ ↓ 📄 ...

Order Detail Order History

From: Customer Energie Address ID: PO3	To: Testtest - TEST Langwasserstrasse 90001 Nurnberg Germany Phone: Fax: Email:	Purchase Order (Partially Confirmed) PO00004 Amount: 8,000.00 EUR
---	--	--

Comments
Header level comments like Terms and Conditions etc.

Routing Status: Acknowledged
Related Documents: CONF1234
CONF1234

Contact Information Requisitioner Address Requisitioner user name New Street London L12345 United Kingdom Email: requisitioner@test.com Address ID: 10000199	Supplier Address Supplier Company Ltd Bureau New Street London LN155PP United Kingdom Address ID: SUP00
---	---



注意：根据订购单创建的所有文件都将显示在 "相关文件" 部分。

任何需要采取行动的细列项目(如拒绝)将被发回新版采购订单, 该订单需要由利安德巴塞尔进行审核和重新确认。



谢谢



Portuguese



Confirmação de pedido da rede Ariba

Auxílio ao trabalho

Publicado: Outubro de 2023
Proprietário: Equipe Source-to-Pay



Finalidade

O objetivo desta ajuda de trabalho é fornecer um guia passo a passo sobre como confirmar, rejeitar ou atualizar um pedido de compra por item de linha na Ariba Network.



Público-alvo

Esta ajuda de trabalho é para as seguintes funções:

- **Fornecedores habilitados para a rede LyondellBasell Ariba**

Índice



Navegue pelo auxílio ao trabalho selecionando a seção apropriada:

- **Confirmação de um pedido de compra de serviços**
- **Confirmação de um pedido de compra de material**
- **Rejeição de um pedido de compra**
- **Atualização de um pedido de compra de serviços por item de linha**
- **Atualização de um pedido de compra de material por item de linha**



Referências

Você pode ver informações adicionais aqui:

- **Site do fornecedor da LyondellBasell**



Processo Procure-to-Pay: Confirmação de pedido

1

Confirmação de pedido

2

Confirmação de pedido

3

Notificação avançada de remessa

4

Entrada de mercadorias

5

Fatura

A Ariba Network reconhece que um Pedido de Compra foi recebido. Quando o roteamento eletrônico de pedidos estiver configurado, você será automaticamente notificado por e-mail sobre o pedido de compra.

A confirmação do pedido de compra apenas confirma que você recebeu o pedido de compra. Você ainda precisará verificar e conferir os detalhes do pedido de compra.



Processo Procure-to-Pay: Confirmação de pedido

1

Confirmação de pedido

2

Confirmação de pedido

3

Notificação avançada de remessa

4

Entrada de mercadorias

5

Fatura

Todos os pedidos, inclusive as novas versões, devem ser **confirmados** ou **rejeitados** por meio da Ariba Network. Execute uma das seguintes opções para responder a uma ordem.

Opção 1

Confirmar todo o pedido



1. Aceitação de preço, quantidade, descrição do item, condições de pagamento e cumprimento
2. Proponha uma data de entrega alternativa (opcional)

Opção 2

Rejeitar todo o pedido



1. Selecione o código de rejeição
2. Motivo da rejeição da entrada (comentários)

Observação: A rejeição do pedido não o cancela

Opção 3

Atualizar itens de linha



1. Confirmar ou rejeitar por nível de linha (aplicam-se as respectivas regras acima)



Confirmação de um pedido de compra de serviços

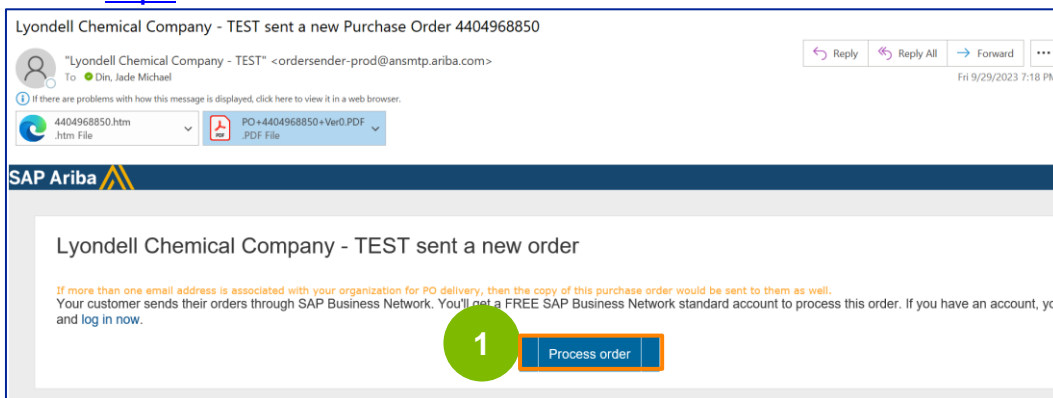
As etapas a seguir são para os **fornecedores da LyondellBasell**



Confirmação de um pedido de compra de serviços

1

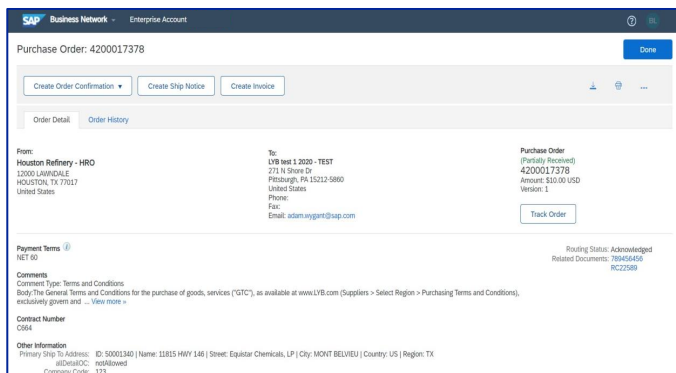
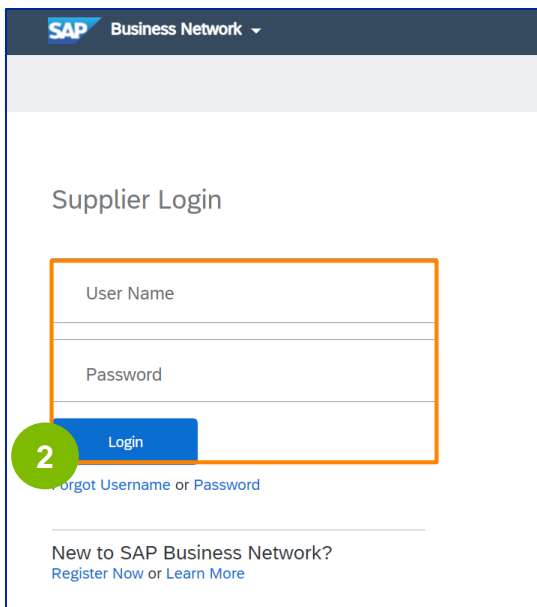
Clique no botão **Process Order (Processar pedido)** no e-mail do pedido de compra para acessar a [Ariba Network](#). Você receberá um e-mail para cada pedido de compra; você pode saber mais sobre o roteamento de pedidos [aqui](#).

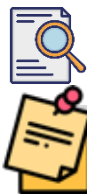


Observação: Não será necessário executar esta etapa se você já estiver conectado à Ariba Network.

2

Digite seu **nome de usuário e senha** na página de login da [Ariba Network](#) e clique em **Login**. Em seguida, você será redirecionado para o pedido de compra.





Confirmação de um pedido de compra de serviços

Observação: Você também pode visualizar o pedido de compra inserindo o número do pedido de compra na barra de pesquisa da página inicial. Será exibida uma lista de pedidos de compra; selecione o pedido de compra desejado para visualizar os detalhes.

The screenshot shows the SAP Business Network homepage. At the top, there is a navigation bar with 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'More'. Below this is a search bar with the text 'Orders and Releases', 'All customers', 'Exact match', and the order number '4404967917'. The main dashboard displays five key metrics:

Metric	Value	Time Period
New orders	186	Last 31 days
Orders	821	Last 31 days
Orders to invoice	140	Last 31 days
Invoices	229	Last 31 days
Items to confirm	39	Last 31 days

The screenshot shows the 'Purchase Orders' page in SAP Business Network. It features a search filter section with 'Customer: All Customers' and 'Order Number: 4404967917' (Exact number). Below the search filters, there is a table of purchase orders:

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code	Purchasing
Order	4404967917	2	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,570.00 USD	14 Sep 2023	Changed			
Order	4404967917	1	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$3,240.00 USD	14 Sep 2023	Obsolated			
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,600.00 USD	13 Sep 2023	Obsolated			

The screenshot shows the details page for Purchase Order: 4404967917. It includes buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. Below these are tabs for 'Order Detail' and 'Order History'. The page displays the following information:

From:
Equistar Chemicals LP
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To:
LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-0880
United States
Phone:
Fax:
Email: adam.wygart@sap.com

Purchase Order (+ Changed):
4404967917
Amount: \$1,570.00 USD
Amount: \$3,240.00 USD
Version: 2 (Previous Version)

[Track Order](#)



Confirmação de um pedido de compra de serviços

3

No pedido de compra, clique no botão suspenso **Create Order Confirmations** (**Criar confirmações de pedido**) e selecione a opção **Confirm Entire Order** (**Confirmar todo o pedido**) para criar uma confirmação do pedido inteiro.

Purchase Order: 4404968348

Create Order Confirmation ▾ Create Ship Notice Create Service Sheet Create Invoice

Confirm Entire Order

Update Line Items History

Reject Entire Order

From: Lyondell Chemical Company
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Payment Terms NET 60

4

A página Confirmação do pedido de compra é exibida. Insira um número de confirmação exclusivo no campo **Confirmation # (Número de confirmação)**.

Confirming PO

Exit Next

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 676277

Associated Purchase Order #: 4404968348

Customer: Lyondell Chemical Company - TEST

Supplier Reference: 45676567557

Additional Information

Shipping and Tax Information

Est. Completion Date: 12 Oct 2023

Est. Tax Cost: 15

Comments:



Observação: Você pode confirmar um pedido várias vezes. Se a LyondellBasell enviar uma versão mais recente do pedido, você terá que confirmá-lo novamente. Se você quiser adicionar letras no campo Confirmation #, elas devem estar em All Caps (letras maiúsculas)



Confirmação de um pedido de compra de serviços

- 5 Digite a data de conclusão no campo **Estimated Completion Date** (Data de conclusão estimada).

SAP Business Network - Enterprise Account

Confirming PO

Exit Next

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

* Indicates required field

Confirmation #: 676277
Associated Purchase Order #: 4404968348
Customer: Lyondell Chemical Company - TEST
Supplier Reference: 45676567557

Additional Information

Shipping and Tax Information

Est. Completion Date:* 12 Oct 2023

Est. Tax Cost: 15

Comments:

- 6 Se quiser adicionar comentários, você pode adicioná-los no campo **Comments (Comentários)**.

SAP Business Network - Enterprise Account

Confirming PO

Exit Next

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

* Indicates required field

Confirmation #: 676277
Associated Purchase Order #: 4404968348
Customer: Lyondell Chemical Company - TEST
Supplier Reference: 45676567557

Additional Information

Shipping and Tax Information

Est. Completion Date:* 12 Oct 2023

Est. Tax Cost: 15

Comments:



Confirmação de um pedido de compra de serviços

7

Clique no botão **Next (Avançar)** para visualizar a página Review Order Confirmation (Revisar confirmação do pedido).

SAP Business Network - Enterprise Account

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 676277
Associated Purchase Order #: 4404968348
Customer: Lyondell Chemical Company - TEST
Supplier Reference: 45676567557

Additional Information

Shipping and Tax Information

Est. Completion Date: 12 Oct 2023
Est. Tax Cost: 15

Comments: Example

8

A página Review Order Confirmation (Revisar confirmação do pedido) é exibida. Revise os detalhes do pedido de compra. Se todos os detalhes estiverem corretos, clique em **Submit (Enviar)**.

SAP Business Network - Enterprise Account

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: 676277
Supplier Reference: 45676567557
Est. Tax Cost: 15.00 EUR
Comments: Example
Attachments:

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
00001	Not Available	Service	1.000 (ZZ)	27 Sep 2023	\$500.00 USD	\$500.00 USD

TEST SERVICE

Current Order Status:
1.000 Confirmed With New Date (Estimated Completion Date: 12 Oct 2023)



Confirmação de um pedido de compra de serviços

9

Você será redirecionado para seu pedido de compra, que agora mostrará que o pedido está confirmado.

The screenshot displays the SAP Business Network interface for a purchase order. At the top, the header shows 'SAP Business Network' and 'Enterprise Account'. The main title is 'Purchase Order: 4404968348'. Below this, there are buttons for 'Create Order Confirmation', 'Create Ship Notice', 'Create Service Sheet', and 'Create Invoice'. A green circle with the number '9' highlights a box containing the text 'Purchase Order (Confirmed)', the order number '4404968348', and the amount 'Amount: \$500.00 USD'. The interface also shows 'Order Detail' and 'Order History' tabs, and various contact and payment information sections.

This screenshot is similar to the one above, showing the same purchase order details. However, an orange box highlights the 'Routing Status: Acknowledged' section, which includes 'Related Documents: 676277', '42346010', '42346010', and a 'More(1)' link. The 'Purchase Order (Confirmed)' status and order details remain visible in the background.



Observação: Todos os documentos criados com base no pedido de compra serão exibidos na seção Documentos relacionados.



Confirmação de um pedido de compra de material

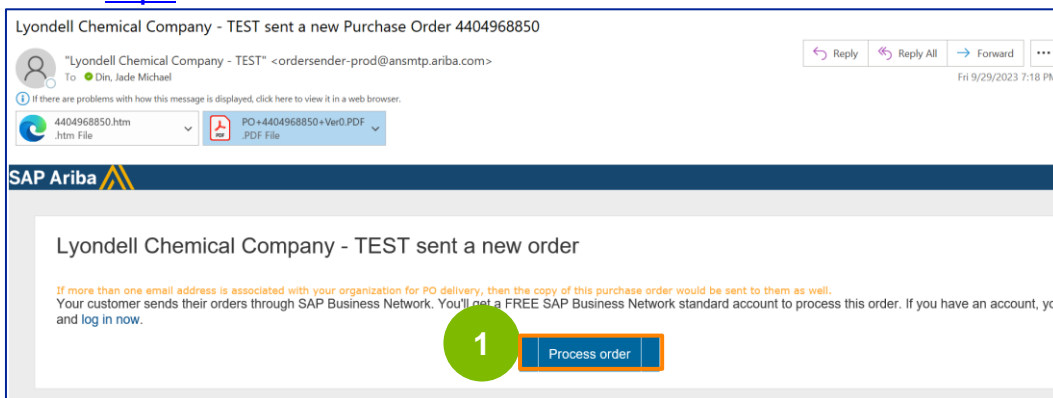
As etapas a seguir são para os **fornecedores da LyondellBasell**



Confirmação de um pedido de compra de material

1

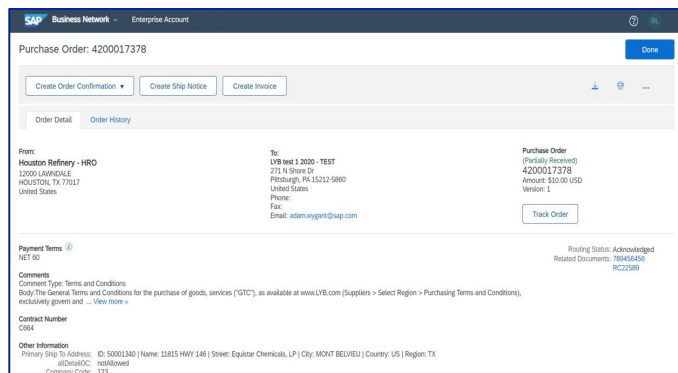
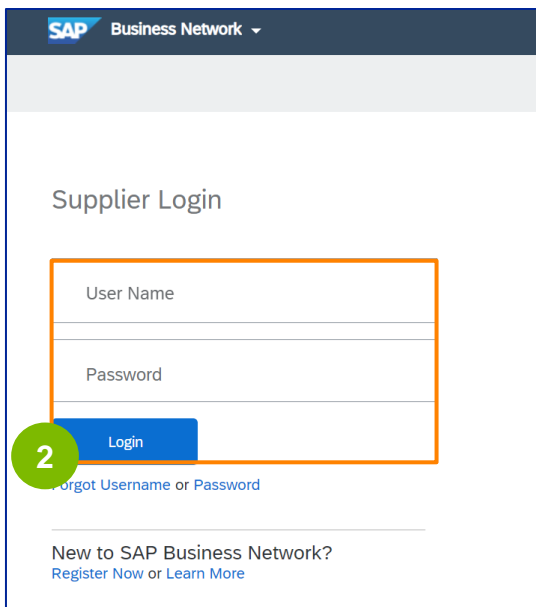
Clique no botão **Process Order (Processar pedido)** no e-mail do pedido de compra para acessar a [Ariba Network](#). Você receberá um e-mail para cada pedido de compra; você pode saber mais sobre o roteamento de pedidos [aqui](#).



Observação: Não será necessário executar essa etapa se você já estiver conectado à Ariba Network.

2

Digite seu **nome de usuário e senha** na página de login da [Ariba Network](#) e clique em **Login**. Em seguida, você será redirecionado para o pedido de compra.





Confirmação de um pedido de compra de material

Observação: Você também pode visualizar o pedido de compra inserindo o número do pedido de compra na barra de pesquisa da página inicial. Será exibida uma lista de pedidos de compra; selecione o pedido de compra desejado para visualizar os detalhes.

The screenshot shows the SAP Business Network homepage. At the top, there is a navigation bar with 'Home', 'Enablement', 'Discovery', 'Workbench', 'Orders', 'Fulfillment', 'Invoices', 'Payments', 'Catalogs', and 'More'. Below this is a search bar with the text 'Orders and Releases', 'All customers', 'Exact match', and the order number '4404967917'. The dashboard below the search bar shows five key metrics: 186 New orders (Last 31 days), 821 Orders (Last 31 days), 140 Orders to invoice (Last 31 days), 229 Invoices (Last 31 days), and 39 Items to confirm (Last 31 days).

The screenshot shows the 'Purchase Orders' page in SAP Business Network. It features a search filter section with 'Customer: All Customers' and 'Order Number: 4404967917' (Exact number). Below the search filters, there is a table of purchase orders. The first row is highlighted with an orange box.

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date ↓	Order Status	External Document Type	Company Code	Purchasing C
Order	4404967917	2	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,570.00 USD	14 Sep 2023	Changed			
Order	4404967917	1	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$3,240.00 USD	14 Sep 2023	Obsolated			
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,600.00 USD	13 Sep 2023	Obsolated			

The screenshot shows the details page for Purchase Order: 4404967917. It includes buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. Below these are tabs for 'Order Detail' and 'Order History'. The page displays the following information:

From:
Equistar Chemicals LP
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To:
LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-8880
United States
Phone:
Fax:
Email: adam.wygart@sap.com

Purchase Order (+ Changed):
4404967917
Amount: \$1,570.00 USD
Amount: \$3,240.00 USD
Version: 2 (Previous Version)

Track Order



Confirmação de um pedido de compra de material

3

No pedido de compra, clique no botão suspenso **Create Order Confirmations (Criar confirmações de pedido)** e selecione a opção **Confirm Entire Order (Confirmar todo o pedido)** para criar uma confirmação do pedido inteiro.

Purchase Order: 4200017378

Create Order Confirmation ▼ Create Ship Notice Create Invoice

3 Confirm Entire Order Update Line Items History Reject Entire Order

From: Houston Refinery - HRO
12000 LAWDALE
HOUSTON, TX 77017
United States

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Purchase Order (Partially Received)
4200017378
Amount: \$10.00 USD
Version: 1

Track Order

Payment Terms NET 60

Comments
Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services ("GTC"), as available at www.LYB.com (Suppliers > Select Region > Purchasing Terms and Conditions), exclusively govern and ... View more »

Routing St
Related Docum

4

A página Confirmação do pedido de compra é exibida. Insira um número de confirmação exclusivo no campo **Confirmation # (Número de confirmação)**.

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

▼ Order Confirmation Header

Confirmation #: 789456456

Associated Purchase Order #: 4200017378

Customer: Lyondell Chemical Company - TEST

Supplier Reference:

Additional Information



Observação: Você pode confirmar um pedido várias vezes. Se a LyondellBasell enviar uma versão mais recente do pedido, você terá que confirmá-lo novamente. Se você quiser adicionar letras alfabéticas no campo Confirmation #, elas devem estar em letras maiúsculas (All Caps)



Confirmação de um pedido de compra de material

5

Digite a data de envio no campo **Estimated Shipping Date (Data estimada de envio)**.

SAP Business Network - Enterprise Account

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 789456456

Associated Purchase Order #: 4200017378

Customer: Lyondell Chemical Company - TEST

Supplier Reference:

Additional Information

Shipping and Tax Information

Est. Shipping Date:* 4 Oct 2023

Est. Delivery Date:* 11 Oct 2023

Est. Shipping Cost:

Est. Tax Cost:

Comments:

6

Digite a data de entrega no campo **Estimated Delivery Date (Data de entrega estimada)**.

Adicione comentários adicionais, se necessário, no campo **Comments (Comentários)**.

SAP Business Network - Enterprise Account

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 789456456

Associated Purchase Order #: 4200017378

Customer: Lyondell Chemical Company - TEST

Supplier Reference:

Additional Information

Shipping and Tax Information

Est. Shipping Date:* 4 Oct 2023

Est. Delivery Date:* 11 Oct 2023

Est. Shipping Cost:

Est. Tax Cost:

Comments: Example



Observação: A LyondellBasell será notificada se você confirmar uma data de entrega alternativa.



Confirmação de um pedido de compra de material

- 7 Clique no botão **Next (Avançar)** para visualizar a página Review Order Confirmation (Revisar confirmação do pedido).

SAP Business Network - Enterprise Account

Confirming PO

Exit Next

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 789456456

Associated Purchase Order #: 4200017378

Customer: Lyondell Chemical Company - TEST

Supplier Reference:

Additional Information

Shipping and Tax Information

Est. Shipping Date*: 4 Oct 2023

Est. Shipping Cost:

Est. Delivery Date*: 11 Oct 2023

Est. Tax Cost:

Comments: Example

- 8 A página Review Order Confirmation (Revisar confirmação do pedido) é exibida; reserve algum tempo para revisar os detalhes do pedido. Se todos os detalhes estiverem corretos, clique no botão **Submit (Enviar)** para confirmar o pedido de compra.

SAP Business Network - Enterprise Account

Confirming PO

Previous Submit Exit

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: 789456456

Supplier Reference:

Comments: Example

Attachments:

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
1	Services Software	Material	10 (EA)	30 Sep 2023	\$1.00 USD	\$10.00 USD

Current Order Status:
10 Confirmed With New Date (Estimated Shipment Date: 4 Oct 2023; Estimated Delivery Date: 11 Oct 2023)

Previous Submit Exit



Confirmação de um pedido de compra de material

9

Você será redirecionado para seu pedido de compra, que agora mostrará que o pedido está confirmado.

Purchase Order: 4200017378

Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

From: Houston Refinery - HRO
12000 LAWNDALE
HOUSTON, TX 77017
United States

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

9 Purchase Order (Confirmado)
4200017378
Amount: \$10.00 USD
Version: 1

Track Order

Payment Terms: NET 60

Comments: Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services ("GTC"), as available at www.LYB.com (Suppliers > Select Region > Purchasing Terms and Conditions), exclusively govern and ... View more >

Contract Number: C664

Other Information: Primary Ship To Address: ID: 50001340 | Name: 11815 HWY 146 | Street: Equistar Chemicals, LP | City: MONT BELVIEU | Country: US | Region: TX
allDetailOC: notAllowed
Company Code: 123

Routing Status: Acknowledged
Related Documents: 789456456
RC22589

Purchase Order: 4200017378

Done

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

From: Houston Refinery - HRO
12000 LAWNDALE
HOUSTON, TX 77017
United States

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Purchase Order (Confirmado)
4200017378
Amount: \$10.00 USD
Version: 1

Track Order

Payment Terms: NET 60

Comments: Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services ("GTC"), as available at www.LYB.com (Suppliers > Select Region > Purchasing Terms and Conditions), exclusively govern and ... View more >

Contract Number: C664

Other Information: Primary Ship To Address: ID: 50001340 | Name: 11815 HWY 146 | Street: Equistar Chemicals, LP | City: MONT BELVIEU | Country: US | Region: TX
allDetailOC: notAllowed
Company Code: 123

Routing Status: Acknowledged
Related Documents: 789456456
RC22589



Observação: Todos os documentos criados com base no pedido de compra serão exibidos na seção Documentos relacionados.



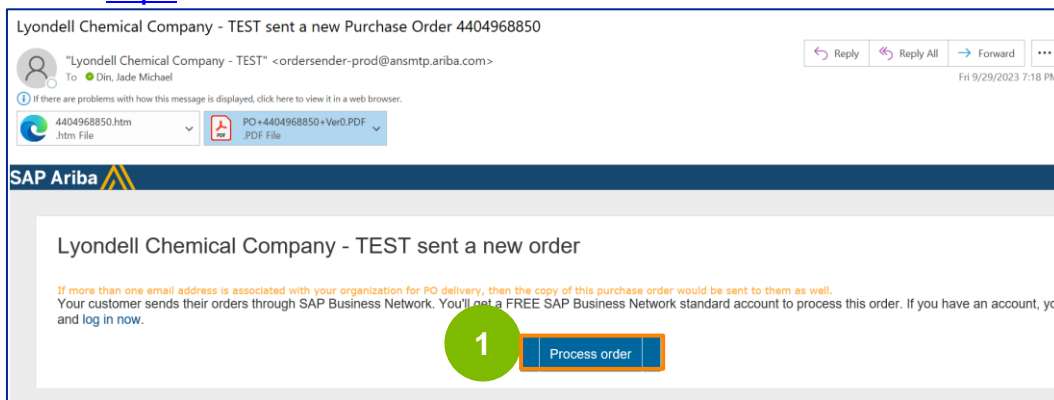
Rejeição do pedido de compra

As etapas a seguir são para os **fornecedores da LyondellBasell**

Rejeição de um pedido de compra de material ou serviço

1

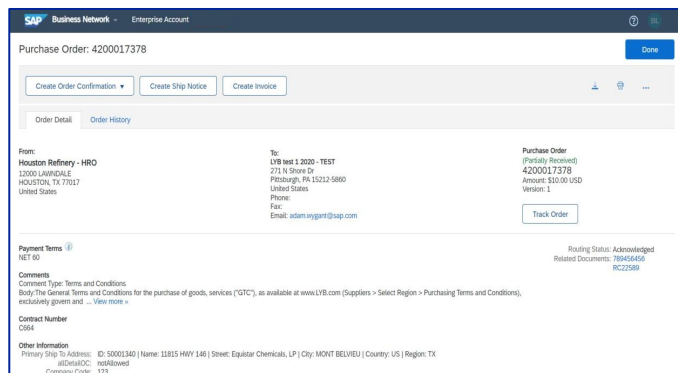
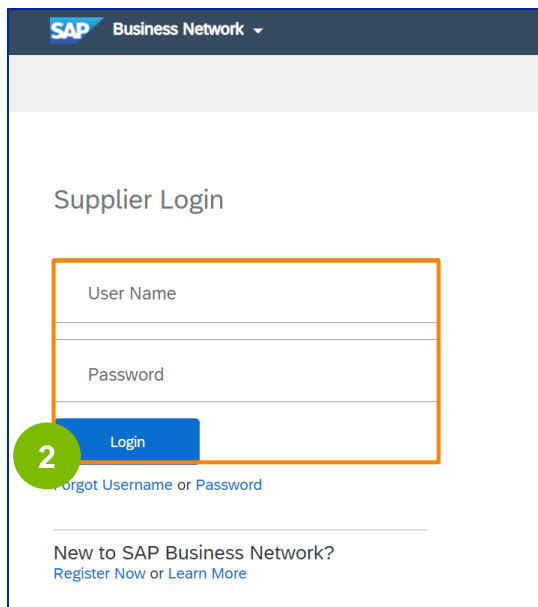
Clique no botão **Process Order (Processar pedido)** no e-mail do pedido de compra para acessar a [Ariba Network](#). Você receberá um e-mail para cada pedido de compra; você pode saber mais sobre o roteamento de pedidos [aqui](#).



Observação: Não será necessário executar essa etapa se você já estiver conectado à Ariba Network.

2

Digite seu **nome de usuário e senha** na página de login da [Ariba Network](#) e clique em **Login**. Em seguida, você será redirecionado para o pedido de compra.



Rejeição de um pedido de compra de material ou serviço

Observação: Você também pode visualizar o pedido de compra inserindo o número do pedido de compra na barra de pesquisa da página inicial. Será exibida uma lista de pedidos de compra; selecione o pedido de compra desejado para visualizar os detalhes.

The screenshot shows the SAP Business Network dashboard. At the top, there are navigation tabs: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. Below these is a search bar with filters for 'Orders and Releases', 'All customers', and 'Exact match'. The search input field contains the number '4404967917'. Below the search bar, there are two tabs: 'Overview' and 'Getting started'. The main content area displays five key metrics for the last 31 days: 186 New orders, 821 Orders, 140 Orders to invoice, 229 Invoices, and 39 Items to confirm.

The screenshot shows a list of purchase orders in SAP Business Network. The table has columns for Type, Order Number, Ver, Customer, Inquiries, Ship To Address, Ordering Address, Amount, Date, Order Status, External Document Type, Company Code, and Purchasing. Three orders are listed, with the first one highlighted by an orange box.

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code	Purchasing
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,570.00 USD	14 Sep 2023	Changed			
Order	4404967917	1	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$3,240.00 USD	14 Sep 2023	Obsolated			
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,600.00 USD	13 Sep 2023	Obsolated			

The screenshot shows the details of a purchase order in SAP Business Network. The order number is 4404967917. There are buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. Below these are tabs for 'Order Detail' and 'Order History'. The main content area displays the order details, including the 'From' and 'To' information, the purchase order amount, and the version number.

From:
Equistar Chemicals LP
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To:
LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-0880
United States
Phone:
Fax:
Email: adam.wygart@sap.com

Purchase Order
(+ Changed)
4404967917
Amount: \$1,570.00 USD
Amount: \$3,240.00 USD
Version: 2 (Previous Version)

Track Order

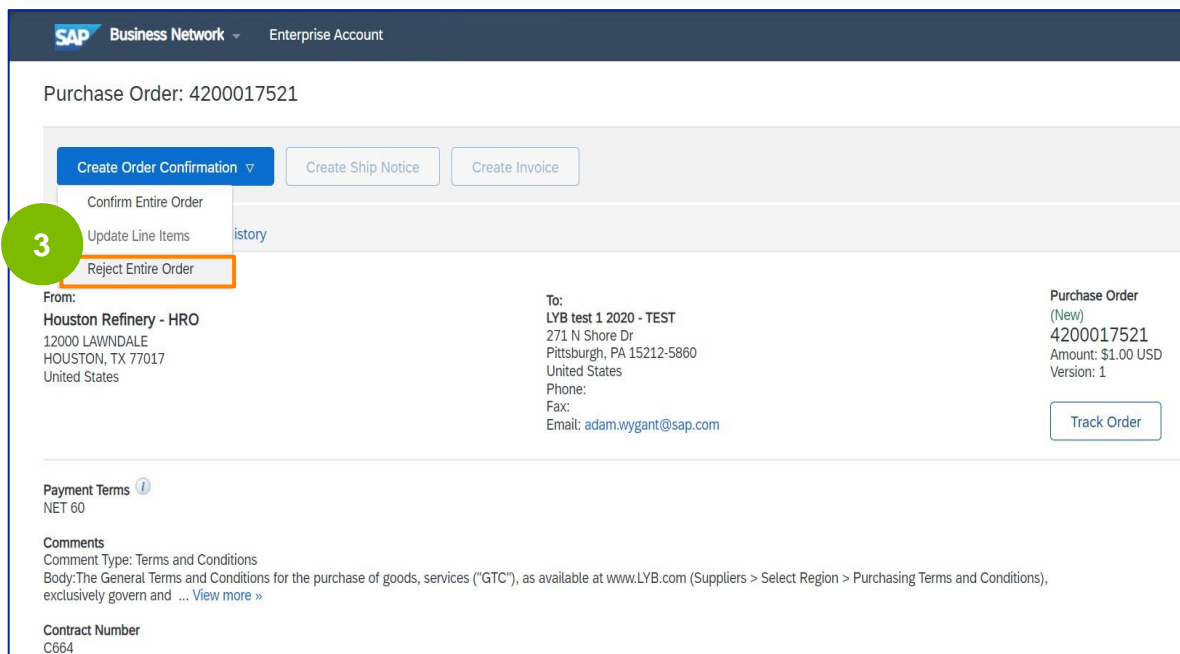
Rejeição de um pedido de compra de material ou serviço

3

No pedido de compra, clique no botão suspenso **Create Order Confirmations (Criar confirmações de pedido)** e selecione a opção **Reject Entire Order (Rejeitar pedido inteiro)** para rejeitar o pedido inteiro.



Observação: A rejeição de um pedido não necessariamente cancela o pedido; ela também pode ser usada para solicitar alterações no pedido (ou seja, alteração de preço, alteração de quantidade etc.).



The screenshot displays the SAP Business Network interface for a Purchase Order (4200017521). The 'Create Order Confirmation' dropdown menu is open, and the 'Reject Entire Order' option is highlighted with an orange border. A green circle with the number '3' is overlaid on the dropdown menu. The interface also shows the 'From' and 'To' information, payment terms (NET 60), and a 'Track Order' button.

SAP Business Network Enterprise Account

Purchase Order: 4200017521

Create Order Confirmation (dropdown menu):

- Confirm Entire Order
- Update Line Items
- Reject Entire Order** (highlighted)

From: Houston Refinery - HRO
12000 LAWNDALE
HOUSTON, TX 77017
United States

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Purchase Order (New)
4200017521
Amount: \$1.00 USD
Version: 1

Payment Terms (i)
NET 60

Comments
Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services ("GTC"), as available at www.LYB.com (Suppliers > Select Region > Purchasing Terms and Conditions), exclusively govern and ... [View more](#) »

Contract Number
C664

[Track Order](#)

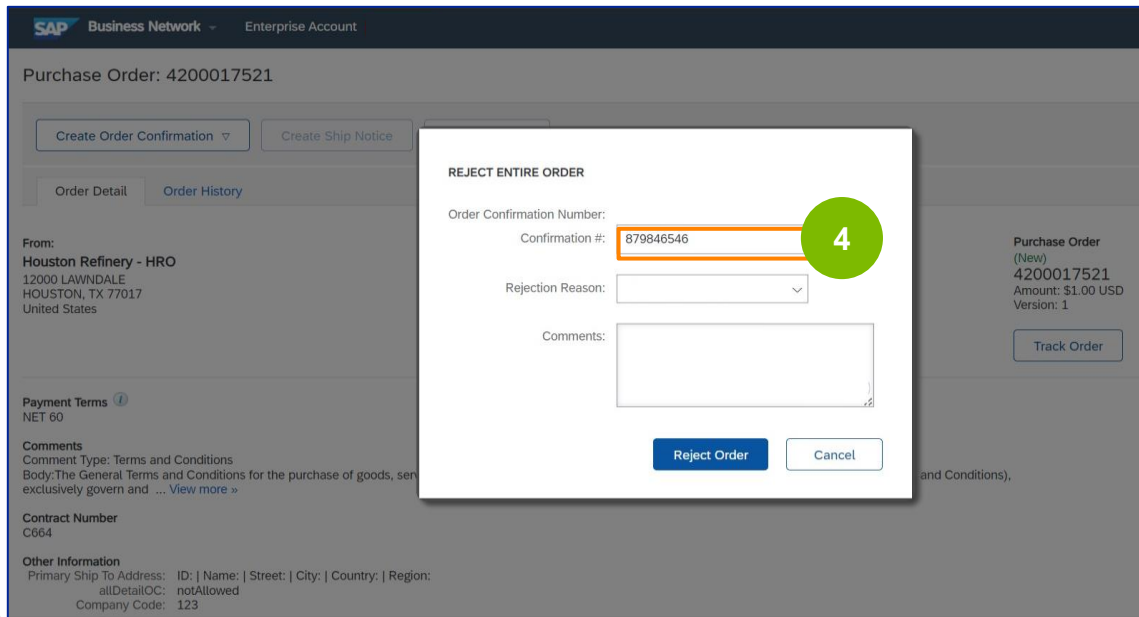


Observação: o processo de rejeição de um pedido de compra é o mesmo para ordens de material e de serviço.

Rejeição de um pedido de compra de material ou serviço

4

A caixa pop-up **Reject Entire Order (Rejeitar todo o pedido)** é exibida. Digite o número da confirmação no campo **Confirmation # (Número da confirmação)**.



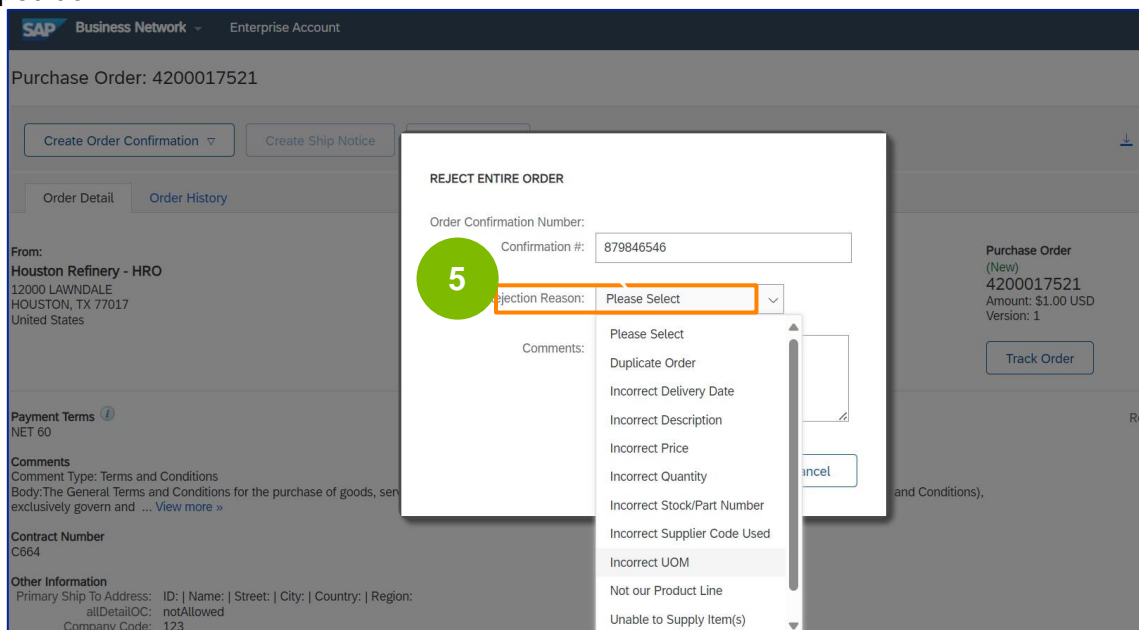
The screenshot shows the SAP Business Network interface for a Purchase Order (4200017521). A pop-up dialog titled "REJECT ENTIRE ORDER" is displayed. The "Confirmation #" field is highlighted with a green circle and the number 4. The "Rejection Reason" field is a dropdown menu, and the "Comments" field is a text area. The "Reject Order" and "Cancel" buttons are visible at the bottom of the dialog.



Observação: Se você quiser adicionar letras alfabéticas no campo Confirmation #, elas devem estar em letras maiúsculas (All Caps)

5

No campo **Rejection Reason (Motivo da rejeição)**, selecione o motivo desejado para rejeitar o pedido.

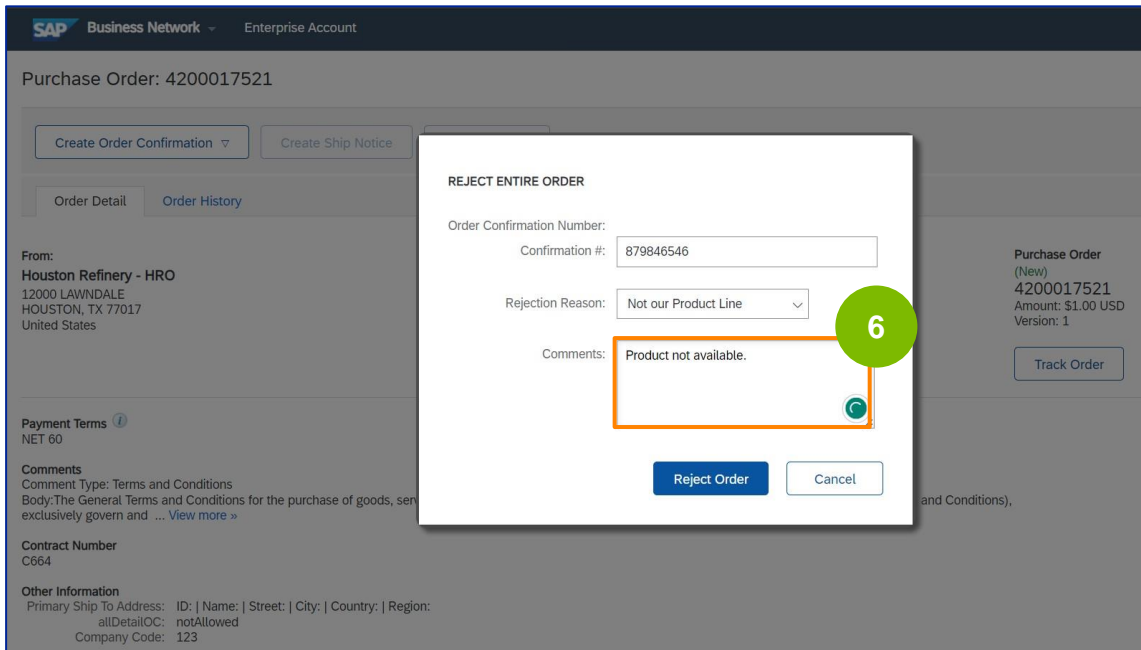


The screenshot shows the same SAP Business Network interface as above, but with the "Rejection Reason" dropdown menu open. A green circle with the number 5 highlights the dropdown menu. The menu options include: Please Select, Duplicate Order, Incorrect Delivery Date, Incorrect Description, Incorrect Price, Incorrect Quantity, Incorrect Stock/Part Number, Incorrect Supplier Code Used, Incorrect UOM, Not our Product Line, and Unable to Supply Item(s).

Rejeição de um pedido de compra de material ou serviço

6

Por favor, seja descritivo com relação às mudanças no campo **Comentários**, a LyondellBasell será notificada e tomará as medidas necessárias com base nos comentários.



SAP Business Network Enterprise Account

Purchase Order: 4200017521

Create Order Confirmation Create Ship Notice

Order Detail Order History

From:
Houston Refinery - HRO
12000 LAWNSDALE
HOUSTON, TX 77017
United States

Payment Terms
NET 60

Comments
Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services and materials, which are subject to the exclusive govern and ... View more »

Contract Number
C664

Other Information
Primary Ship To Address: ID: | Name: | Street: | City: | Country: | Region:
allDetailOC: notAllowed
Company Code: 123

Purchase Order (New)
4200017521
Amount: \$1.00 USD
Version: 1

Track Order

REJECT ENTIRE ORDER

Order Confirmation Number:
Confirmation #: 879846546

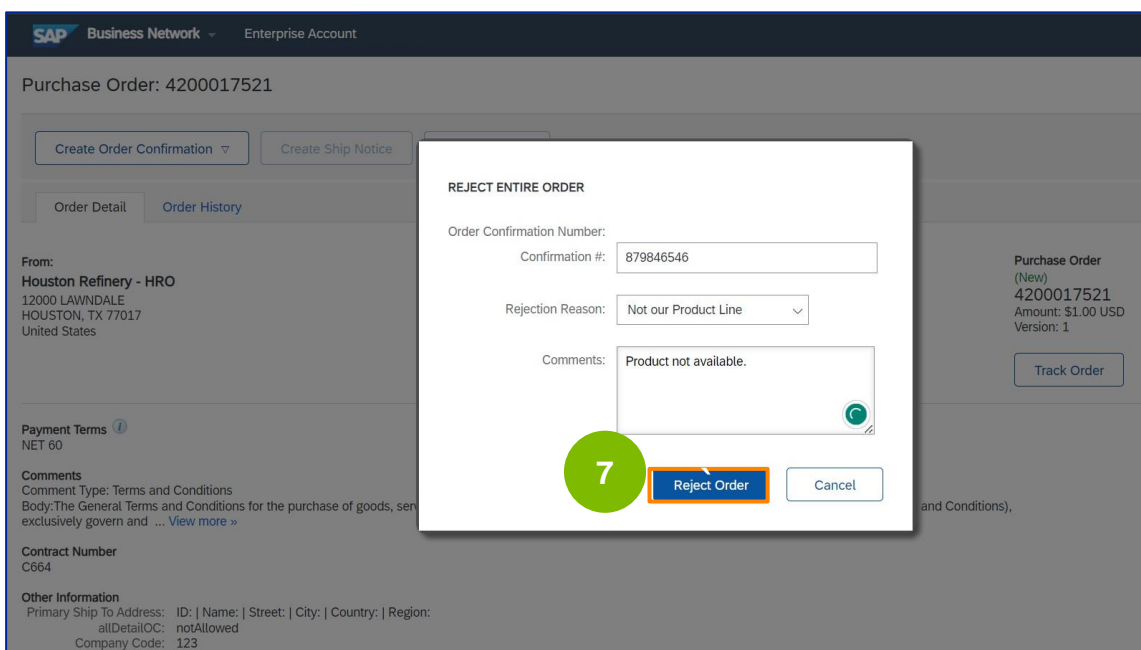
Rejection Reason: Not our Product Line

Comments: Product not available.

Reject Order Cancel

7

Clique no botão **Reject Order (Rejeitar pedido)** para rejeitar o pedido



SAP Business Network Enterprise Account

Purchase Order: 4200017521

Create Order Confirmation Create Ship Notice

Order Detail Order History

From:
Houston Refinery - HRO
12000 LAWNSDALE
HOUSTON, TX 77017
United States

Payment Terms
NET 60

Comments
Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services and materials, which are subject to the exclusive govern and ... View more »

Contract Number
C664

Other Information
Primary Ship To Address: ID: | Name: | Street: | City: | Country: | Region:
allDetailOC: notAllowed
Company Code: 123

Purchase Order (New)
4200017521
Amount: \$1.00 USD
Version: 1

Track Order

REJECT ENTIRE ORDER

Order Confirmation Number:
Confirmation #: 879846546

Rejection Reason: Not our Product Line

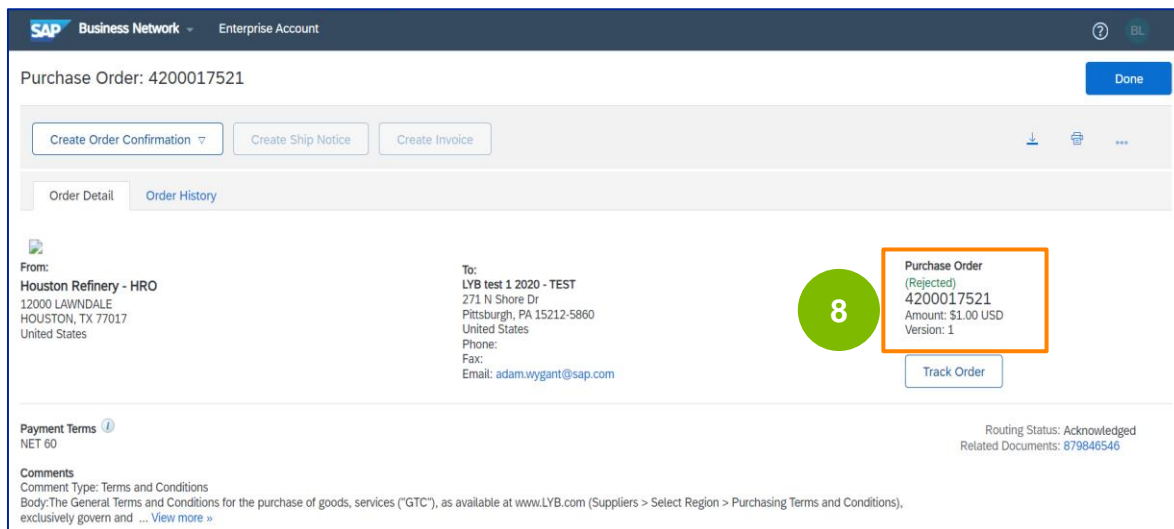
Comments: Product not available.

Reject Order Cancel

Rejeição de um pedido de compra de material ou serviço

8

Você será redirecionado para seu pedido de compra. O status do seu pedido de compra agora será **Rejeitado** e a LyondellBasell será automaticamente notificada para realizar a alteração.



Purchase Order: 4200017521 Done

Create Order Confirmation ▾ Create Ship Notice Create Invoice

Order Detail Order History

From: Houston Refinery - HRO
12000 LAWDALE
HOUSTON, TX 77017
United States

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

8


Purchase Order (Rejected)
4200017521
Amount: \$1.00 USD
Version: 1

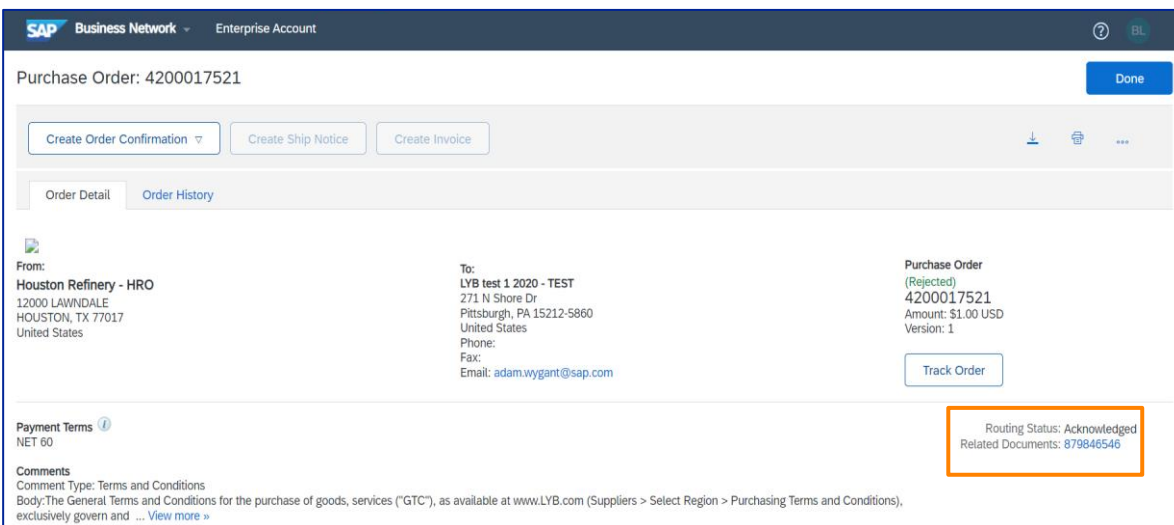
Track Order

Payment Terms NET 60

Routing Status: Acknowledged
Related Documents: 879846546

Comments
Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services ("GTC"), as available at www.LYB.com (Suppliers > Select Region > Purchasing Terms and Conditions), exclusively govern and ... View more »

 **Observação:** O comprador da LyondellBasell enviará um pedido de compra revisado para sua análise e confirmação da versão mais recente.



Purchase Order: 4200017521 Done

Create Order Confirmation ▾ Create Ship Notice Create Invoice

Order Detail Order History

From: Houston Refinery - HRO
12000 LAWDALE
HOUSTON, TX 77017
United States

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com


Purchase Order (Rejected)
4200017521
Amount: \$1.00 USD
Version: 1

Track Order

Payment Terms NET 60

Routing Status: Acknowledged
Related Documents: 879846546

Comments
Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services ("GTC"), as available at www.LYB.com (Suppliers > Select Region > Purchasing Terms and Conditions), exclusively govern and ... View more »

 **Observação:** Todos os documentos criados com base no pedido de compra serão exibidos na seção Documentos relacionados.



Atualização de um pedido de compra de serviços por item de linha

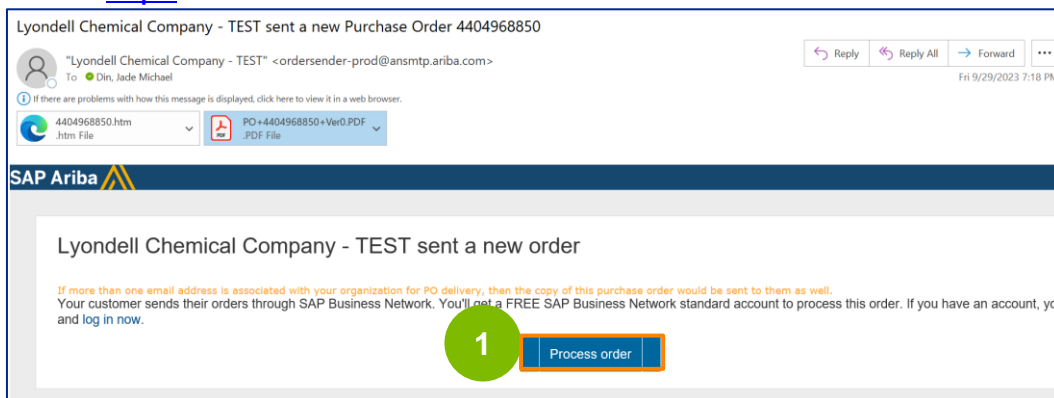
As etapas a seguir são para os **fornecedores da LyondellBasell**

Ariba Network Order Confirmation

Atualização de um pedido de compra de serviços por itens de linha

1

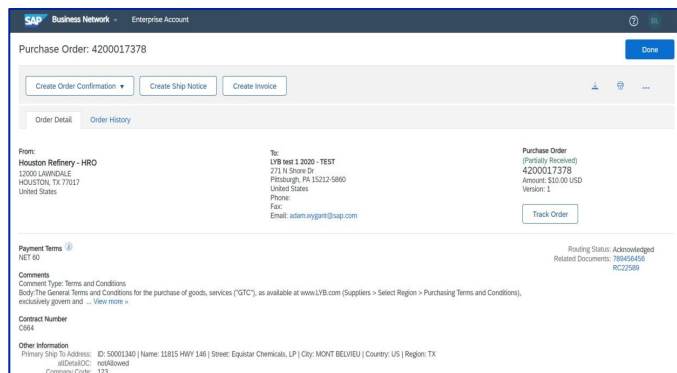
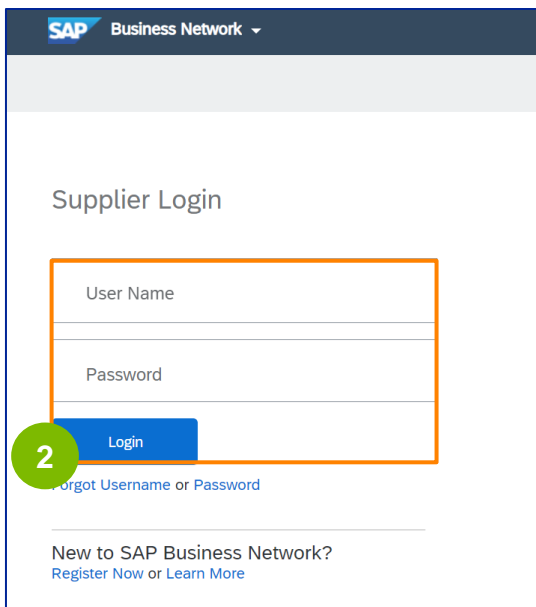
Clique no botão **Process Order (Processar pedido)** no e-mail do pedido de compra para acessar a [Ariba Network](#). Você receberá um e-mail para cada pedido de compra; você pode saber mais sobre o roteamento de pedidos [aqui](#).



Observação: Não será necessário executar essa etapa se você já estiver conectado à Ariba Network.

2

Digite seu **nome de usuário e senha** na página de login da [Ariba Network](#) e clique em **Login**. Em seguida, você será redirecionado para o pedido de compra.



Ariba Network Order Confirmation

Atualização de um pedido de compra de serviços por itens de linha

Observação: Você também pode visualizar o pedido de compra inserindo o número do pedido de compra na barra de pesquisa da página inicial. Será exibida uma lista de pedidos de compra; selecione o pedido de compra desejado para visualizar os detalhes.

The screenshot shows the SAP Business Network dashboard. At the top, there are navigation tabs: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. Below the navigation is a search bar with filters: Orders and Releases, All customers, Exact match, and a search input field containing '4404967917'. Below the search bar, there are two tabs: Overview and Getting started. The main content area displays five summary statistics:

Value	Category	Time Period
186	New orders	Last 31 days
821	Orders	Last 31 days
140	Orders to invoice	Last 31 days
229	Invoices	Last 31 days
39	Items to confirm	Last 31 days

The screenshot shows the 'Purchase Orders' section in SAP Business Network. It includes a warning message: 'This page will be replaced with our new Workbench concept soon. Try the new Workbench'. Below the warning are search filters for Customer (All Customers) and Order Number (Exact number: 4404967917). The main content is a table of purchase orders:

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code	Purchasing C
Order	4404967917	2	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,570.00 USD	14 Sep 2023	Changed			
Order	4404967917	1	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$3,240.00 USD	14 Sep 2023	Obsoloted			
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,600.00 USD	13 Sep 2023	Obsoloted			

The screenshot shows the details of purchase order 4404967917. It includes buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. Below the buttons are tabs for 'Order Detail' and 'Order History'. The main content is a form with the following information:

From: Equistar Chemicals LP
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-0880
United States
Phone:
Fax:
Email: adam.wygart@sap.com

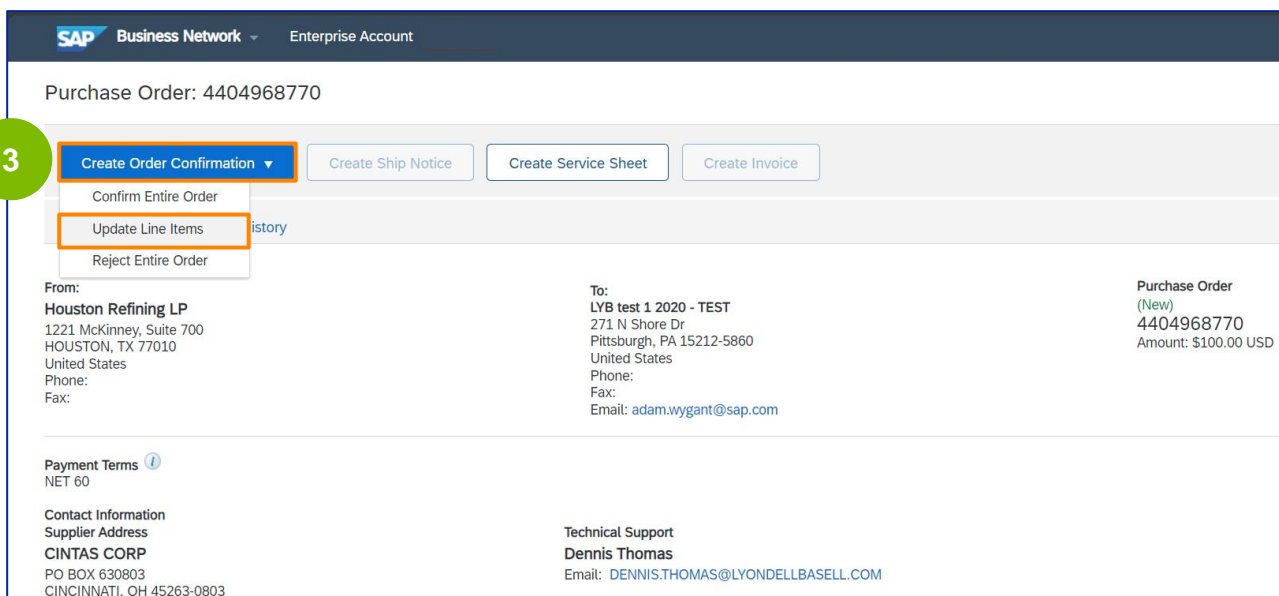
Purchase Order (+ Changed)
4404967917
Amount: \$1,570.00 USD
Amount: \$3,240.00 USD
Version: 2 (Previous Version)

Track Order

Atualização de um pedido de compra de serviços por itens de linha

3

No pedido de compra, clique no botão suspenso **Create Order Confirmations (Criar confirmações de pedido)** e selecione a opção **Update Line Items (Atualizar itens de linha)** para atualizar o pedido de compra por linha.



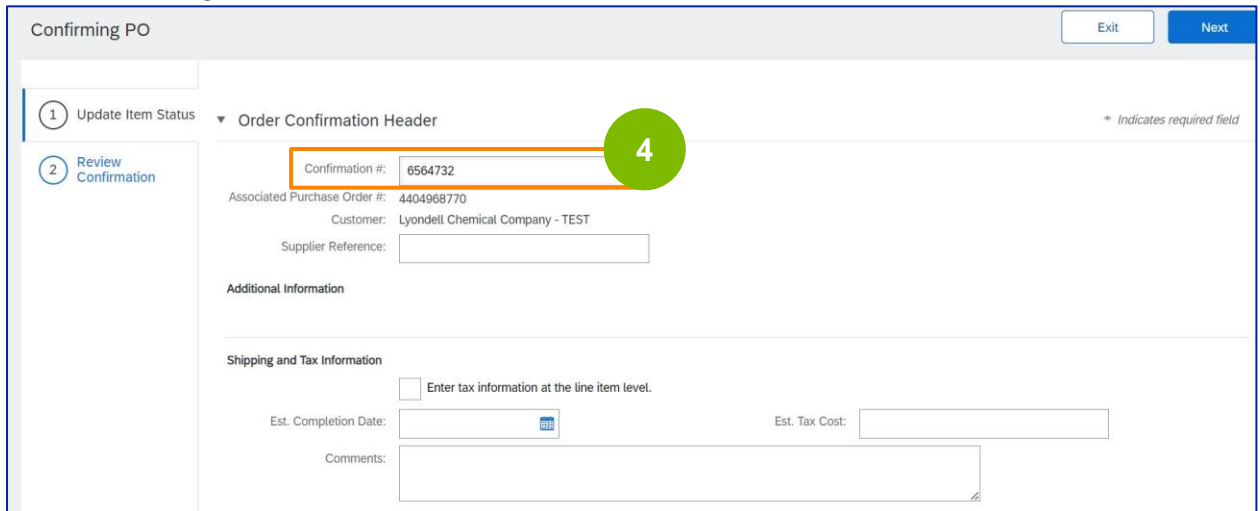
The screenshot displays the SAP Business Network interface for a purchase order. At the top, it shows 'SAP Business Network' and 'Enterprise Account'. The main header identifies the 'Purchase Order: 4404968770'. Below this, a row of action buttons includes 'Create Order Confirmation', 'Create Ship Notice', 'Create Service Sheet', and 'Create Invoice'. The 'Create Order Confirmation' button is highlighted with a blue border and a dropdown menu is open, showing three options: 'Confirm Entire Order', 'Update Line Items', and 'Reject Entire Order'. The 'Update Line Items' option is highlighted with an orange border. A green circle with the number '3' is positioned to the left of the dropdown menu. Below the action buttons, the 'From' and 'To' contact information is displayed, along with the 'Purchase Order (New)' details including the order number and amount. At the bottom, there are sections for 'Payment Terms' (NET 60), 'Contact Information' (Supplier Address: CINTAS CORP), and 'Technical Support' (Dennis Thomas).



Observação: No campo Atualizar itens de linha, você pode confirmar parcialmente, fazer pedidos em atraso ou rejeitar itens de linha.

Atualização de um pedido de compra de serviços por itens de linha

4 A página Confirmação do pedido de compra é exibida. Digite o número de confirmação no campo **Confirmation # (Número de confirmação)**.



Confirming PO Exit Next

1 Update Item Status ▼ Order Confirmation Header * Indicates required field

2 Review Confirmation

Confirmation #: 6564732

Associated Purchase Order #: 4404968770

Customer: Lyondell Chemical Company - TEST

Supplier Reference:

Additional Information

Shipping and Tax Information

Enter tax information at the line item level.

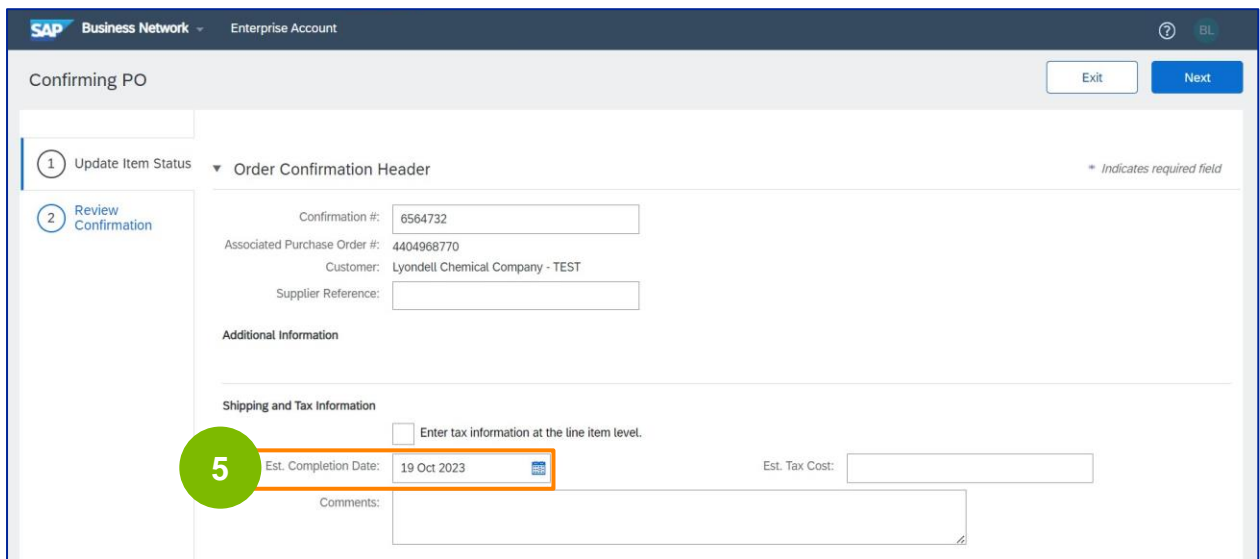
Est. Completion Date: 📅 Est. Tax Cost:

Comments:



Observação: Se você quiser adicionar letras no campo Confirmation #, elas devem estar em letras maiúsculas (All Caps)

5 Digite a data de conclusão no campo **Estimated Completion Date (Data de conclusão estimada)**.



SAP Business Network - Enterprise Account ? BL

Confirming PO Exit Next

1 Update Item Status ▼ Order Confirmation Header * Indicates required field

2 Review Confirmation

Confirmation #: 6564732

Associated Purchase Order #: 4404968770

Customer: Lyondell Chemical Company - TEST

Supplier Reference:

Additional Information

Shipping and Tax Information

Enter tax information at the line item level.

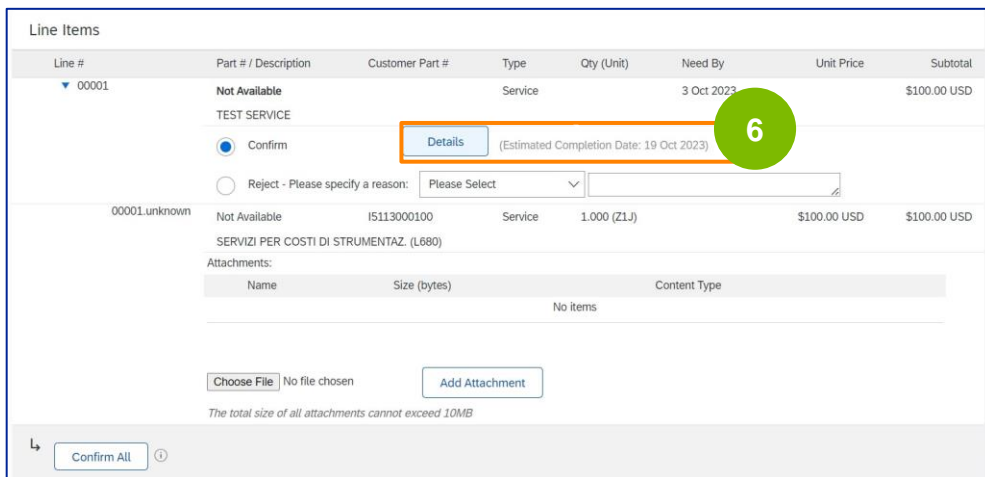
Est. Completion Date: 19 Oct 2023 📅 Est. Tax Cost:

Comments:

Atualização de um pedido de compra de serviços por itens de linha

6

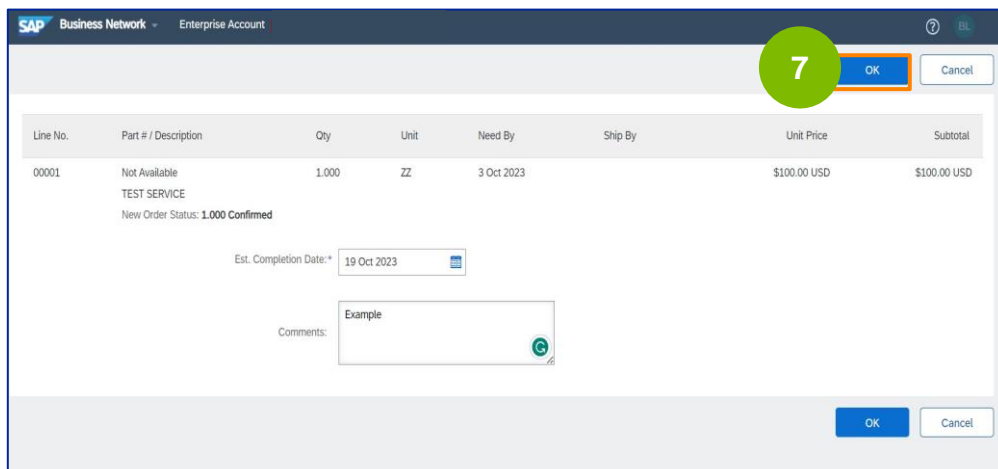
Role para baixo até a seção Line Items (Itens de linha) e atualize os campos Confirm (Confirmar) ou Reject (Rejeitar). Clique no botão **Details (Detalhes)** para atualizar os detalhes do item de linha para o campo Confirm (Confirmar).



Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal
00001	Not Available TEST SERVICE		Service		3 Oct 2023		\$100.00 USD
Confirm (Selected) Details (Estimated Completion Date: 19 Oct 2023)							
Reject - Please specify a reason: Please Select							
00001.unknown	Not Available	IS113000100	Service	1.000 (Z1J)		\$100.00 USD	\$100.00 USD
SERVIZI PER COSTI DI STRUMENTAZ. (L680)							
Attachments: No items							
Choose File No file chosen Add Attachment							
The total size of all attachments cannot exceed 10MB							
Confirm All							

7

A página Detalhes é exibida. Você pode visualizar ou fazer modificações no item de linha aqui. Por exemplo, você pode atualizar a data de conclusão e adicionar comentários. Clique em **OK** para confirmar suas seleções e prosseguir.

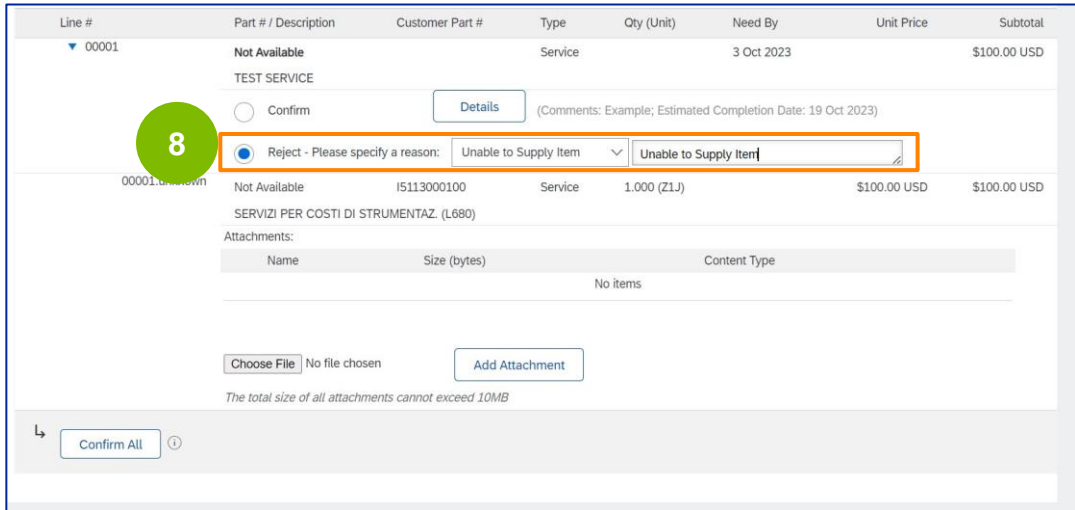


Line No.	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
00001	Not Available TEST SERVICE	1.000	ZZ	3 Oct 2023		\$100.00 USD	\$100.00 USD
New Order Status: 1.000 Confirmed							
Est. Completion Date: 19 Oct 2023							
Comments: Example							
OK Cancel							

Atualização de um pedido de compra de serviços por itens de linha

8

Se quiser rejeitar um item de linha, você deve selecionar um motivo para a rejeição e adicionar comentários, se necessário.

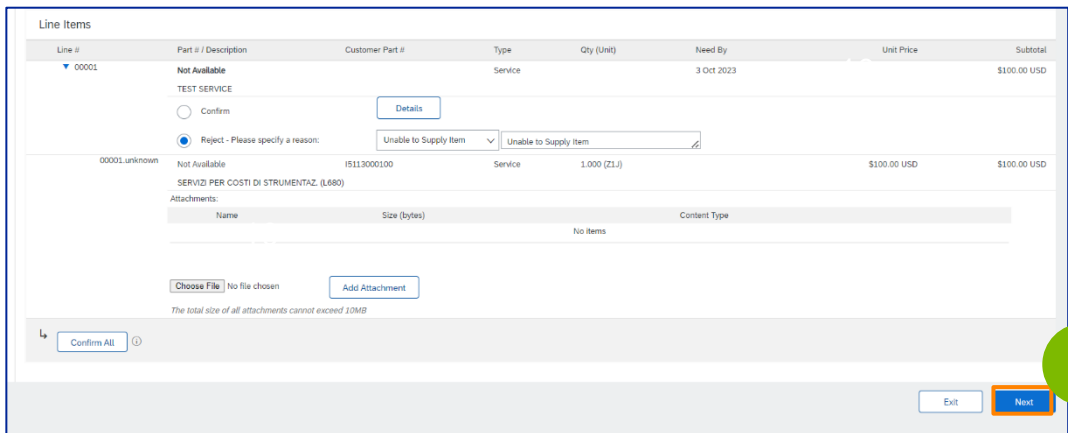


The screenshot displays a table of line items. The first item, Line # 00001, is highlighted. It is a 'Service' type, 'Not Available', with a quantity of 1.000 (Z1J) and a unit price of \$100.00 USD. The 'Reject - Please specify a reason:' section is active, with a dropdown menu set to 'Unable to Supply Item' and a text box containing 'Unable to Supply Item'. A green circle with the number '8' is overlaid on the 'Reject' radio button. Below the table, there are buttons for 'Choose File', 'Add Attachment', and 'Confirm All'.

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal
00001	Not Available TEST SERVICE		Service		3 Oct 2023		\$100.00 USD
00001.unknown	Not Available SERVIZI PER COSTI DI STRUMENTAZ. (L680)	I5113000100	Service	1.000 (Z1J)		\$100.00 USD	\$100.00 USD

9

Clique no botão **Next (Avançar)** para ir para a página Review Confirmation (Confirmação de revisão).



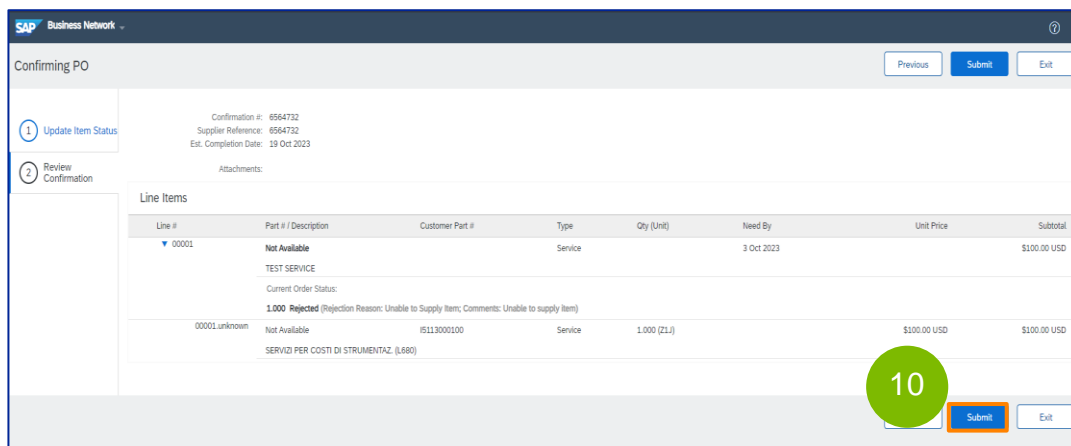
The screenshot shows the same interface as the previous one, but with the 'Next' button highlighted in blue. A green circle with the number '9' is overlaid on the 'Next' button. The 'Reject' radio button is still selected, and the 'Unable to Supply Item' reason is still present.

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal
00001	Not Available TEST SERVICE		Service		3 Oct 2023		\$100.00 USD
00001.unknown	Not Available SERVIZI PER COSTI DI STRUMENTAZ. (L680)	I5113000100	Service	1.000 (Z1J)		\$100.00 USD	\$100.00 USD

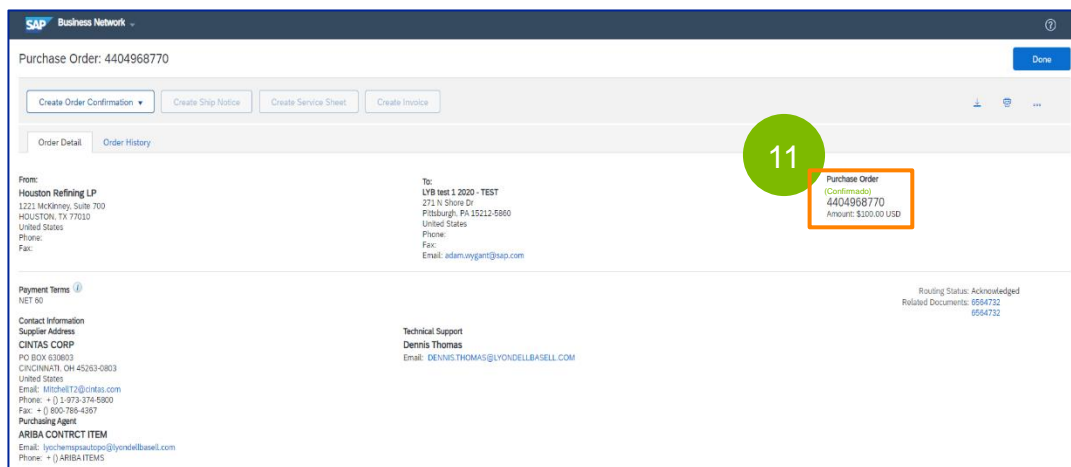
9

Atualização de um pedido de compra de serviços por itens de linha

10 A página Review Order Confirmation (Revisar confirmação do pedido) é exibida; reserve algum tempo para revisar os detalhes do pedido de compra. Se todos os detalhes estiverem corretos, clique no botão **Submit (Enviar)** para confirmar o pedido de compra.

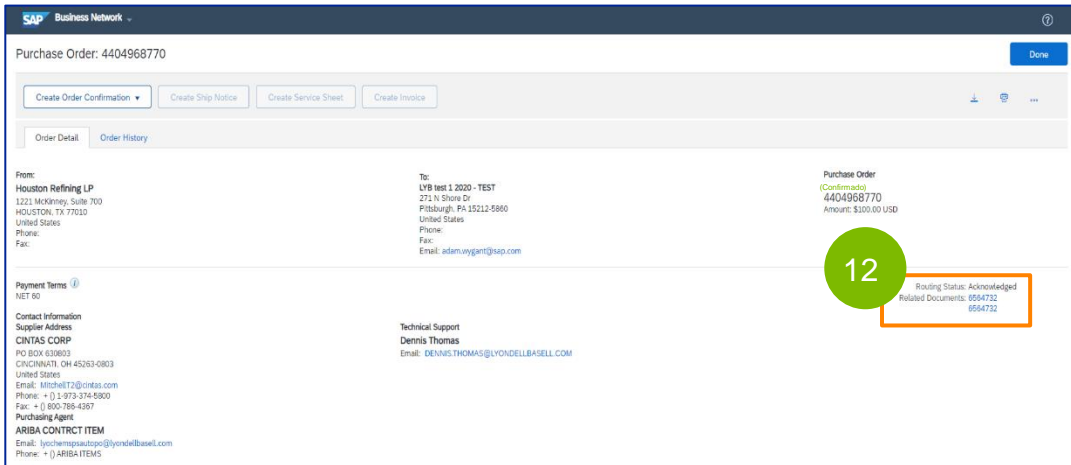


11 Você será redirecionado para seu pedido de compra, que agora mostrará que o pedido está confirmado.



Atualização de um pedido de compra de serviços por itens de linha

12 Você será redirecionado para seu pedido de compra, que agora mostrará que o pedido está confirmado.



The screenshot displays the SAP Business Network interface for a purchase order. The order number is 4404968770. The interface includes buttons for 'Create Order Confirmation', 'Create Ship Notice', 'Create Service Sheet', and 'Create Invoice'. The order details are as follows:

From:	To:	Purchase Order
Houston Refining LP 1221 McKinney, Suite 700 HOUSTON, TX 77010 United States Phone: Fax:	LYB test 1 2020 - TEST 271 N Shore Dr Pittsburgh, PA 15212-5860 United States Phone: Fax: Email: adam.vygart@sap.com	(Confirmed) 4404968770 Amount: \$100.00 USD


Payment Terms: NET 60

Contact Information
Supplier Address
CINTAS CORP
PO BOX 639803
CINCINNATI, OH 45263-0803
United States
Email: MitchellT2@intas.com
Phone: + () 513-734-5900
Fax: + () 603-788-4397

Technical Support
Dennis Thomas
Email: DENNIS.THOMAS@LYONDELBASELL.COM

Purchasing Agent
ARIBA CONTRACT ITEM
Email: lycitempsupport@lyondellbasell.com
Phone: + () ARIBA ITEMS

Routing Status: Acknowledged
Related Documents: 6564732
6564732

 **Observação:** Todos os documentos criados com base no pedido de compra serão exibidos na seção Documentos relacionados.

Todos os itens de linha que exigirem uma ação (ou seja, rejeitados) serão enviados de volta em uma nova versão do pedido de compra, que precisará ser revisada e reconfirmada.



Atualização de um pedido de compra de material por item de linha

As etapas a seguir são para os **fornecedores da LyondellBasell**

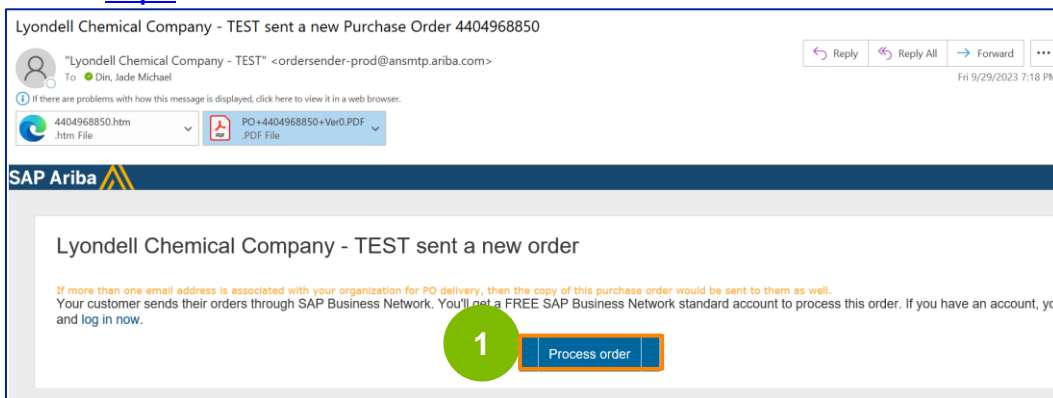
Ariba Network Order Confirmation



Atualização de um pedido de compra de material por itens de linha

1

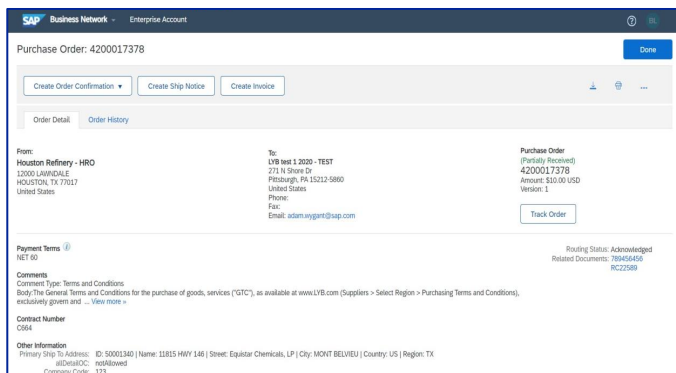
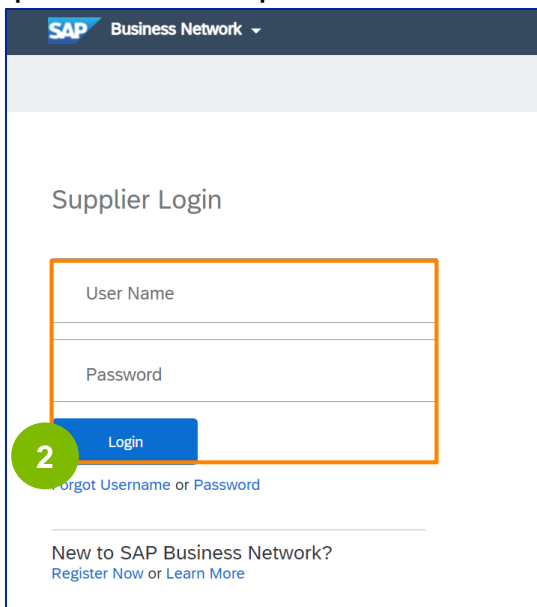
Clique no botão **Process Order (Processar pedido)** no e-mail do pedido de compra para acessar a [Ariba Network](#). Você receberá um e-mail para cada pedido de compra; você pode saber mais sobre o roteamento de pedidos [aqui](#).



Observação: Não será necessário executar essa etapa se você já estiver conectado à Ariba Network.

2

Digite seu **nome de usuário e senha** na página de login da [Ariba Network](#) e clique em **Login**. Em seguida, você será redirecionado para o pedido de compra.



Ariba Network Order Confirmation

Atualização de um pedido de compra de material por itens de linha

Observação: Você também pode visualizar o pedido de compra inserindo o número do pedido de compra na barra de pesquisa da página inicial. Será exibida uma lista de pedidos de compra; selecione o pedido de compra desejado para visualizar os detalhes.

The screenshot shows the SAP Business Network dashboard. At the top, there are navigation tabs: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. Below these is a search bar with filters for 'Orders and Releases', 'All customers', and 'Exact match'. The search input field contains the number '4404967917'. Below the search bar, there are two tabs: 'Overview' and 'Getting started'. The main content area displays five summary statistics:

Value	Category	Time Period
186	New orders	Last 31 days
821	Orders	Last 31 days
140	Orders to invoice	Last 31 days
229	Invoices	Last 31 days
39	Items to confirm	Last 31 days

The screenshot shows the 'Purchase Orders' page in SAP Business Network. It features a search filter section with 'Customer' set to 'All Customers' and 'Order Number' set to 'Exact number' with the value '4404967917'. Below the search filters, there is a table of purchase orders:

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code	Purchasing C
Order	4404967917	2	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,570.00 USD	14 Sep 2023	Changed			
Order	4404967917	1	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$3,240.00 USD	14 Sep 2023	Obsolated			
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,600.00 USD	13 Sep 2023	Obsolated			

The screenshot shows the details page for Purchase Order: 4404967917. It includes buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. Below these are tabs for 'Order Detail' and 'Order History'. The main content area is divided into three sections: 'From', 'To', and 'Purchase Order'.

From:
Equistar Chemicals LP
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To:
LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-8880
United States
Phone:
Fax:
Email: adam.wygart@sap.com

Purchase Order (+ Changed):
4404967917
Amount: \$1,570.00 USD
Amount: \$3,240.00 USD
Version: 2 (Previous Version)

Track Order



Atualização de um pedido de compra de material por itens de linha

3

No pedido de compra, clique no botão suspenso **Criar confirmações de pedido** e, em seguida, selecione a opção **Atualizar itens de linha** para atualizar o pedido de compra por linha.

Purchase Order: 4404969251

Create Order Confirmation | Create Ship Notice | Create Service Sheet | Create Invoice

Confirm Entire Order | Update Line Items | Reject Entire Order

From: Lyondell Chemical Company
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Payment Terms
NET 60

Contact Information
Supplier Address
EXAMPLE SUPPLIER
1221 MCKINNEY STRET
HOUSTON, TX 77010
United States
Email: example@lyondellbasell.com
Phone: + () 1 1234567890
Fax: + () 800-786-4367
Purchasing Agent
BRITTANY VANRIGHT
Email: brittany.vanright@lyondellbasell.com
Phone: + () 281 452 8783

Technical Support
Therryn Roberson
Email: THERRYN.ROBERSON@LYONDELLBASELL.COM

Other Information
PurchaseOrg: OPER

Attachments
PO 4404969251 Ver0.PDF (application/pdf, charset=UTF-8)



Observação: Utilize o campo Atualizar itens de linha quando estiver revisando pedidos de compra com vários itens de linha que gostaria de confirmar, rejeitar ou atualizar.



Atualização de um pedido de compra de material por itens de linha

4

A página Confirmação do pedido de compra é exibida. Digite o número de confirmação no campo **Confirmation # (Número de confirmação)**.

Confirming PO

Exit Next

1 Update Item Status

2 Review Confirmation

Order Confirmation Header

* Indicates required field

Confirmation #: CONF1234

Associated Purchase Order #: PO00004

Customer: Ben's Company - TEST

Supplier Reference:

Shipping and Tax Information

Enter shipping and tax information at the line item level.

Est. Shipping Date: 27 Aug 2023

Est. Shipping Cost:

Est. Delivery Date:

Est. Tax Cost:

Comments:



Observação: Se você quiser adicionar letras alfabéticas no campo Confirmation #, elas devem estar em letras maiúsculas (All Caps)

5

Digite a data de envio no campo **Estimated Shipping Date (Data estimada de envio)**.

Confirming PO

Exit Next

1 Update Item Status

2 Review Confirmation

Order Confirmation Header

* Indicates required field

Confirmation #: CONF1234

Associated Purchase Order #: PO00004

Customer: Ben's Company - TEST

Supplier Reference:

Shipping and Tax Information

Enter shipping and tax information at the line item level.

Est. Shipping Date: 27 Aug 2023

Est. Shipping Cost:

Est. Delivery Date:

Est. Tax Cost:

Comments:



Atualização de um pedido de compra por itens de linha

6 Digite a data de entrega no campo **Estimated Delivery Date (Data de entrega estimada)**. Adicione comentários adicionais, se necessário, no campo **Comments (Comentários)**.

Confirming PO

Exit Next

1 Update Item Status

2 Review Confirmation

Order Confirmation Header * Indicates required field

Confirmation #: CONF1234

Associated Purchase Order #: PO00004

Customer: Ben's Company - TEST

Supplier Reference:

Shipping and Tax Information

Enter shipping and tax information at the line item level.

Est. Shipping Date: 27 Aug 2023 Est. Shipping Cost:

Est. Delivery Date: 3 Oct 2023 Est. Tax Cost:

Comments:

7 Role para baixo até a seção **Line Items** e atualize os campos **Confirm**, **Backorder** ou **Reject**. Por exemplo, foi adicionada uma quantidade de 20 no campo **Confirm**. Clique no botão **Details (Detalhes)** para visualizar os detalhes do item de linha.

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
10	Test-1178 test item	20 (C62)	3 Oct 2023	150.00 EUR	3,000.00 EUR
20	Test-1179 test item	50 (C62)	1 Oct 2021	100.00 EUR	5,000.00 EUR

Current Order Status

20 Unconfirmed

Confirm: 20 Backorder: Reject: Details

Attachments:

Name Size (bytes) Content Type

No items

Choose File No file chosen Add Attachment

The total size of all attachments cannot exceed 10MB



Observação: Se quiser rejeitar um item de linha, você deve selecionar um motivo para rejeição e adicionar comentários descritivos.



Atualização de um pedido de compra de material por itens de linha

Os detalhes do item de linha aparecem com os detalhes atualizados. Insira a data de envio no campo **Data de envio estimada**. Você também pode acrescentar detalhes adicionais, como preço unitário, peça do fornecedor ou comentários adicionais.

8

The screenshot shows a table with the following data:

Item	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
10	Test-1178 test item	20	C62	3 Oct 2023		150.00 EUR	3,000.00 EUR

Below the table, the form fields are as follows:

- New Order Status: 20 Confirmed
- Est. Shipping Date: 27 Aug 2023 (highlighted with a green circle and the number 8)
- Est. Delivery Date: 3 Oct 2023
- Unit Price: 150.00 EUR
- Supplier Part: Test-1178
- Auxiliary Part ID: (empty)
- Manufacturer Part ID: (empty)
- Manufacturer Name: (empty)
- Supplier Batch ID: (empty)
- Comments: (empty)
- Description: test item



Observação: essa tela será diferente se você quiser adicionar pedidos em atraso ou rejeitar o pedido.

9

Digite a data de entrega no campo **Estimated Delivery Date (Data de entrega estimada)** e clique no botão **OK** para confirmar os detalhes e voltar à página Purchase Order (Pedido de compra).

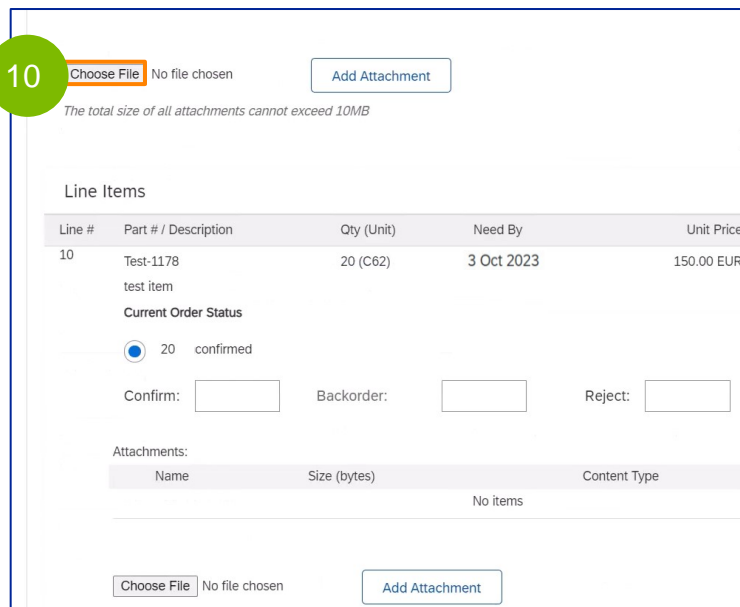
The screenshot shows the same table as above, but with the following updates:

- Need By: 3 Oct 2023 (highlighted with a blue box)
- Ship By: 1 Oct 2023
- New Order Status: 20 Confirmed
- Est. Shipping Date: 27 Aug 2023
- Est. Delivery Date: 3 Oct 2023 (highlighted with a green circle and the number 9)
- Unit Price: 150.00 EUR
- Supplier Part: Test-1178
- Auxiliary Part ID: (empty)
- Manufacturer Part ID: (empty)
- Manufacturer Name: (empty)
- Supplier Batch ID: (empty)
- Comments: (empty)
- Description: test item

Atualização de um pedido de compra de material por itens de linha

10

Opcional: Você pode adicionar anexos no nível do cabeçalho ou da linha. Clique no botão **Selecionar arquivo** para adicionar um anexo.



10 Choose File No file chosen Add Attachment

The total size of all attachments cannot exceed 10MB

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price
10	Test-1178 test item	20 (C62)	3 Oct 2023	150.00 EUR

Current Order Status

20 confirmed

Confirm: Backorder: Reject:

Attachments:

Name	Size (bytes)	Content Type
No items		

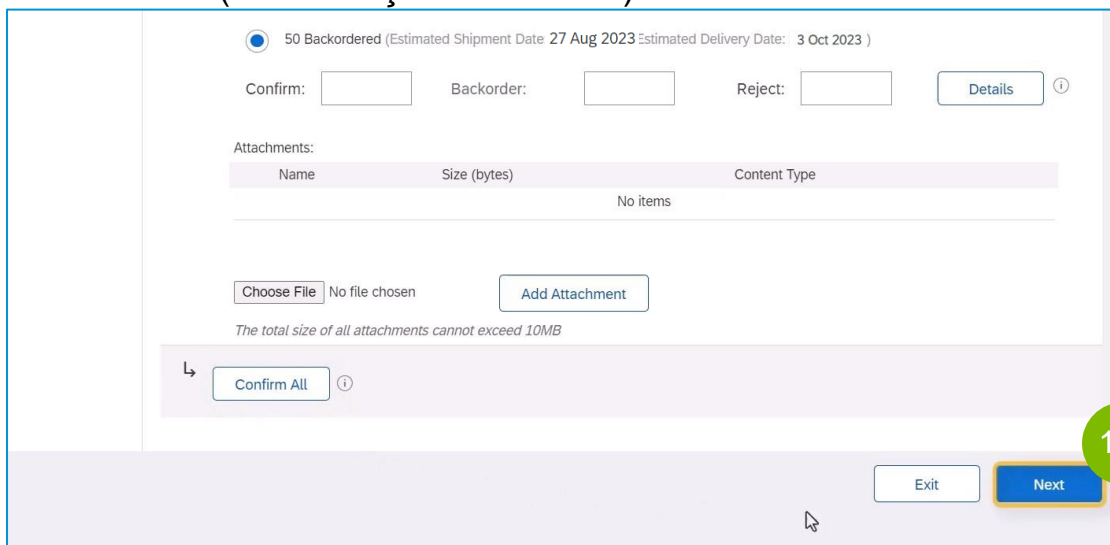
Choose File No file chosen Add Attachment



Observação: os anexos são apenas para fins de repositório e não são enviados aos compradores.

11

Clique no botão **Next (Avançar)** para ir para a página Review Confirmation (Confirmação de revisão).



50 Backordered (Estimated Shipment Date 27 Aug 2023 Estimated Delivery Date: 3 Oct 2023)

Confirm: Backorder: Reject: Details ⓘ

Attachments:

Name	Size (bytes)	Content Type
No items		

Choose File No file chosen Add Attachment

The total size of all attachments cannot exceed 10MB

Confirm All ⓘ

Exit Next

11



Atualização de um pedido de compra de material por itens de linha

12

A página Review Order Confirmation (Revisar confirmação do pedido) é exibida; reserve algum tempo para revisar os detalhes do pedido de compra. Se todos os detalhes estiverem corretos, clique no botão **Submit (Enviar)** para confirmar o pedido de compra.

Confirming PO

Confirmation #: CONF1234
Supplier Reference:
Est. Shipping Date: 27 Aug 2023

Attachments:

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
10	Test-1178 test item	20 (C62)	3 Oct 2023	150.00 EUR	3,000.00 EUR
Current Order Status: 20 confirmed					
20	Test-1179 test item	50 (C62)	3 Oct 2023	100.00 EUR	5,000.00 EUR
Current Order Status: 50 Backordered (Estimated Shipment Date: 27 Aug 2021; Estimated Delivery Date: 31 Aug 2021)					

Previous Submit Exit

13

Você será redirecionado para seu pedido de compra, que agora mostrará que o pedido está confirmado.

Purchase Order: PO00004

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

From: Customer
Energie
Address ID: PO3

To: Testtest - TEST
Langwasserstrasse
90001 Nurnberg
Germany
Phone:
Fax:
Email:

Purchase Order
(Partially Confirmed)
PO00004
Amount: 8,000.00 EUR

Comments
Header level comments like Terms and Conditions etc.

Contact Information
Requisitioner Address
Requisitioner user name
New Street
London
L12345
United Kingdom
Email: requisitioner@test.com
Address ID: 10000199

Supplier Address
Supplier Company Ltd Bureau
New Street
London
LN155PP
United Kingdom
Address ID: SUP00

Routing Status: Acknowledged
Related Documents: CONF1234
CONF1234

Done



Atualização de um pedido de compra de material por itens de linha

Purchase Order: PO00004 Done

Create Order Confirmation ▾ Create Ship Notice Create Invoice ▾ ↓ 📄 ...

Order Detail Order History

From: Customer Energie Address ID: PO3	To: Testtest - TEST Langwasserstrasse 90001 Nurnberg Germany Phone: Fax: Email:	Purchase Order (Partially Confirmed) PO00004 Amount: 8,000.00 EUR
---	--	--

Comments
Header level comments like Terms and Conditions etc.

Contact Information
Requisitioner Address
Requisitioner user name
New Street
London
L12345
United Kingdom
Email: requisitioner@test.com
Address ID: 10000199

Supplier Address
Supplier Company Ltd Bureau
New Street
London
LN155PP
United Kingdom
Address ID: SUP00

Routing Status: Acknowledged
Related Documents: CONF1234
CONF1234



Observação: Todos os documentos criados com base no pedido de compra serão exibidos na seção Documentos relacionados.

Quaisquer itens de linha que exijam uma ação (ou seja, rejeitados) serão enviados de volta em uma nova versão do pedido de compra, que precisará ser revisada e reconfirmada pela LyondellBasell.



Obrigado



Spanish



Confirmación de pedido de Ariba Network

Ayuda al empleo

Publicado: Octubre 2023
Propietario: Source-to-Pay Team



Propósito

El objetivo de esta ayuda de trabajo es proporcionar una guía paso a paso sobre cómo confirmar, rechazar o actualizar un pedido de compra por partida en Ariba Network.



Público destinatario

Esta ayuda de trabajo es para las siguientes funciones:

- **Proveedores habilitados para la red Ariba de LyondellBasell**

Índice



Navegue por la ayuda para el trabajo seleccionando la sección adecuada:

- **Confirmación de una orden de compra de servicios**
- **Confirmación de un pedido de material**
- **Rechazar un pedido**
- **Actualización de una orden de compra de servicios por partida individual**
- **Actualización de un pedido de material por partida individual**



Referencias

Puede consultar información adicional aquí:

- **Sitio del proveedor de LyondellBasell**



Proceso Procure-to-Pay: Acuse de recibo de pedido

1

Acuse de recibo del pedido



2

Confirmación de pedido

3

Notificación avanzada de envíos

4

Entrada de mercancías

5

Factura

Ariba Network acusa recibo de una Orden de compra. Una vez configurado el enrutamiento electrónico del pedido, se le notificará automáticamente por correo electrónico acerca del pedido de compra.

El acuse de recibo del pedido sólo confirma que ha recibido el pedido de compra. Todavía tendrá que comprobar y verificar los detalles de la orden de compra.



Proceso Procure-to-Pay: Confirmación de pedido

1

Acuse de recibo del pedido

2

Confirmación de pedido

3

Notificación avanzada de envíos

4

Entrada de mercancías

5

Factura

Todos los pedidos, incluidas las nuevas versiones, deben **confirmarse** o **rechazarse** a través de Ariba Network. Realice una de las siguientes opciones para responder a una orden.

Opción 1

Confirmar todo el pedido



1. Aceptación del precio, cantidad, descripción del artículo, condiciones de pago y cumplimiento
2. Proponer una fecha de entrega alternativa (opcional)

Opción 2

Rechazar todo el pedido



1. Seleccionar código de rechazo
2. Entrada Motivo de rechazo (Comentarios)

Nota: El rechazo del pedido no lo anula.

Opción 3

Actualizar partidas



1. Confirmar o rechazar por nivel de línea (se aplican las reglas respectivas)



Confirmación de una orden de compra de servicios

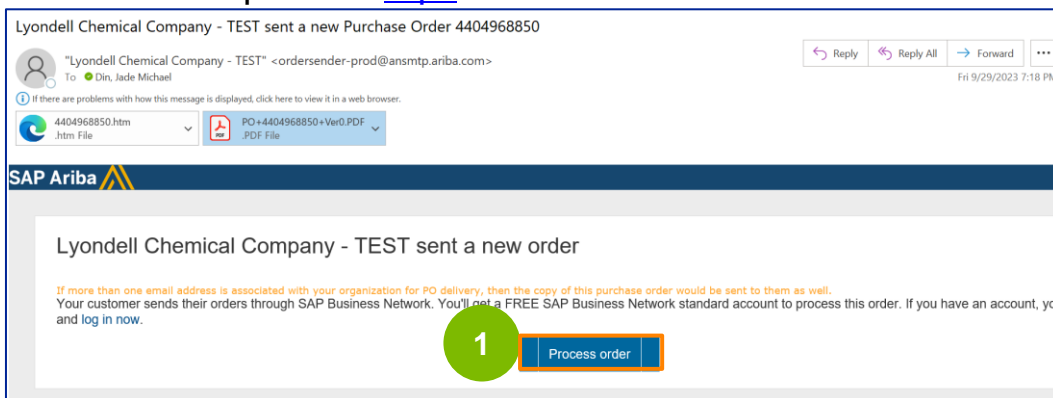
Los siguientes pasos son para **los proveedores de LyondellBasell**



Confirmación de una orden de compra de servicios

1

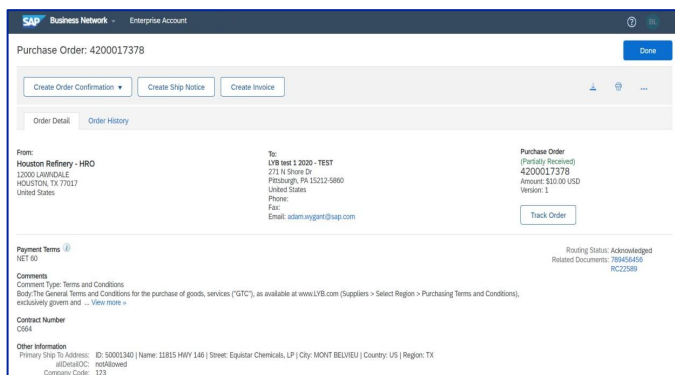
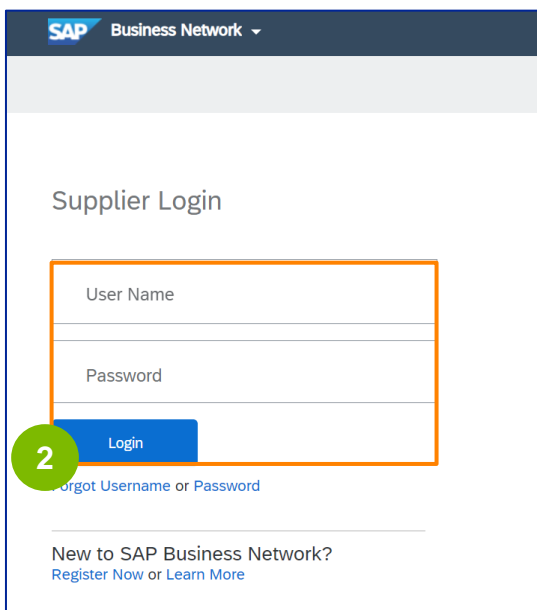
Haga clic en el botón **Procesar pedido del** correo electrónico del pedido de compra para acceder a [Ariba Network](#). Recibirá un correo electrónico por cada pedido de compra; puede obtener más información sobre el enrutamiento de pedidos [aquí](#).



Nota: No tendrá que realizar este paso si ya ha iniciado sesión en Ariba Network.

2

Introduzca su **nombre de usuario** y **contraseña** en la página de inicio de sesión de [Ariba Network](#) y haga clic en **Iniciar sesión**. A continuación, se le redirigirá al pedido de compra.





Confirmación de una orden de compra de servicios

Nota: También puede ver el pedido de compra introduciendo el número de pedido en la barra de búsqueda de la página de inicio. Aparecerá una lista de órdenes de compra, seleccione la orden de compra deseada para ver los detalles.

SAP Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs More

Orders and Releases All customers Exact match 4404967917

Overview Getting started

186	821	140	229	39
New orders	Orders	Orders to invoice	Invoices	Items to confirm
Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days

SAP Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs More

Purchase Orders

Purchase Orders Items to Confirm Items to Ship Return Items

This page will be replaced with our new Workbench concept soon. Try the new Workbench

Search Filters

Customer: All Customers

Order Number: Partial number Exact number

4404967917

Purchase Orders (3)

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code	Purchasing C
Order	4404967917	2	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,570.00 USD	14 Sep 2023	Changed			
Order	4404967917	1	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$3,240.00 USD	14 Sep 2023	Obsolated			
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,600.00 USD	13 Sep 2023	Obsolated			

SAP Business Network Enterprise Account

Purchase Order: 4404967917

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

From: Equistar Chemicals LP
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-0880
United States
Phone:
Fax:
Email: adam.wygart@sap.com

Purchase Order (+ Changed)
4404967917
Amount: \$1,570.00 USD
Amount: \$3,240.00 USD
Version: 2 (Previous Version)

Track Order





Confirmación de una orden de compra de servicios

Dentro del pedido de compra, haga clic en el botón desplegable **Crear confirmaciones de pedido** y, a continuación, seleccione la opción **Confirmar todo el pedido** para crear una confirmación de pedido completa.

3

Purchase Order: 4404968348

Create Order Confirmation ▾ Create Ship Notice Create Service Sheet Create Invoice

Confirm Entire Order
Update Line Items
Reject Entire Order

From:
Lyondell Chemical Company
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To:
LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Payment Terms ⓘ
NET 60

4

Aparecerá la página Confirmación de pedido. Introduzca un Número de Confirmación único en el campo **Nº Confirmación**.

Confirming PO

Exit Next

1 Confirm Entire Order
2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 676277
Associated Purchase Order #: 4404968348
Customer: Lyondell Chemical Company - TEST
Supplier Reference: 45676567557

Additional Information

Shipping and Tax Information

Est. Completion Date: 12 Oct 2023
Est. Tax Cost: 15

Comments:



Nota: Puede confirmar un pedido varias veces. Si LyondellBasell envía una versión más reciente del pedido, tendrá que volver a confirmarlo. Si desea añadir caracteres alfabéticos en el campo Confirmation #, debe estar en All Caps (Mayúsculas)



Confirmación de una orden de compra de servicios

- 5 Introduzca la fecha de finalización en el campo **Fecha estimada de finalización**.

SAP Business Network - Enterprise Account

Confirming PO

Exit Next

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

* Indicates required field

Confirmation #: 676277
Associated Purchase Order #: 4404968348
Customer: Lyondell Chemical Company - TEST
Supplier Reference: 45676567557

Additional Information

Shipping and Tax Information

Est. Completion Date:* 12 Oct 2023

Est. Tax Cost: 15

Comments:

- 6 Si desea añadir comentarios, puede hacerlo en el campo **Comentarios**.

SAP Business Network - Enterprise Account

Confirming PO

Exit Next

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

* Indicates required field

Confirmation #: 676277
Associated Purchase Order #: 4404968348
Customer: Lyondell Chemical Company - TEST
Supplier Reference: 45676567557

Additional Information

Shipping and Tax Information

Est. Completion Date:* 12 Oct 2023

Est. Tax Cost: 15

Comments:



Confirmación de una orden de compra de servicios

- 7 Haga clic en el botón **Siguiente** para ver la página Revisar confirmación de pedido.

SAP Business Network - Enterprise Account

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 676277
Associated Purchase Order #: 4404968348
Customer: Lyondell Chemical Company - TEST
Supplier Reference: 45676567557

Additional Information

Shipping and Tax Information

Est. Completion Date: 12 Oct 2023
Est. Tax Cost: 15
Comments: Example

Exit Next

- 8 Aparecerá la página Revisar Confirmación de Pedido. Revise los detalles del Pedido. Si todos los detalles son correctos, haga clic en **Enviar**.

SAP Business Network - Enterprise Account

Confirming PO

Previous Submit Exit

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: 676277
Supplier Reference: 45676567557
Est. Tax Cost: 15.00 EUR
Comments: Example
Attachments:

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
00001	Not Available TEST SERVICE	Service	1.000 (ZZ)	27 Sep 2023	\$500.00 USD	\$500.00 USD

Current Order Status:
1.000 Confirmed With New Date (Estimated Completion Date: 12 Oct 2023)



Confirmación de una orden de compra de servicios

9

Se le redirigirá a su pedido de compra, que ahora mostrará que el pedido está confirmado.

SAP Business Network - Enterprise Account

Purchase Order: 4404968348

Done

Create Order Confirmation | Create Ship Notice | Create Service Sheet | Create Invoice

Order Detail | Order History

From:
Lyondell Chemical Company
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To:
LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygart@sap.com

Purchase Order (Confirmado)
4404968348
Amount: \$500.00 USD

Payment Terms: NET 60

Contact Information
Supplier Address
CINTAS CORP
PO BOX 630803
CINCINNATI, OH 45263-0803
United States
Email: MitchellT2@cintas.com
Phone: + () 1-973-374-5800
Fax: + () 800-786-4367

Technical Support
Therryn Roberson
Email: THERRYN.ROBERSON@LYONDELLBASELL.COM

Routing Status: Acknowledged
Related Documents: 676277
42346010
42346010
More(1) »

SAP Business Network - Enterprise Account

Purchase Order: 4404968348

Done

Create Order Confirmation | Create Ship Notice | Create Service Sheet | Create Invoice

Order Detail | Order History

From:
Lyondell Chemical Company
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To:
LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygart@sap.com

Purchase Order (Confirmado)
4404968348
Amount: \$500.00 USD

Payment Terms: NET 60

Contact Information
Supplier Address
CINTAS CORP
PO BOX 630803
CINCINNATI, OH 45263-0803
United States
Email: MitchellT2@cintas.com
Phone: + () 1-973-374-5800
Fax: + () 800-786-4367

Technical Support
Therryn Roberson
Email: THERRYN.ROBERSON@LYONDELLBASELL.COM

Routing Status: Acknowledged
Related Documents: 676277
42346010
42346010
More(1) »



Nota: Todos los documentos creados a partir del pedido se mostrarán en la sección Documentos relacionados.



Confirmación de un pedido de material

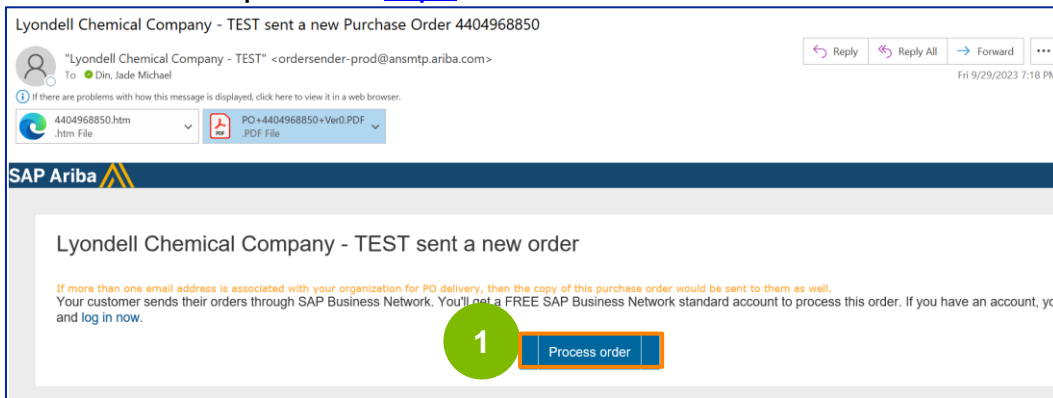
Los siguientes pasos son para **los proveedores de LyondellBasell**



Confirmación de un pedido de material

1

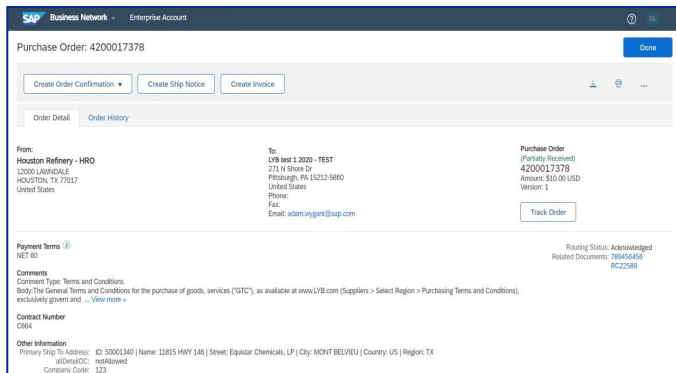
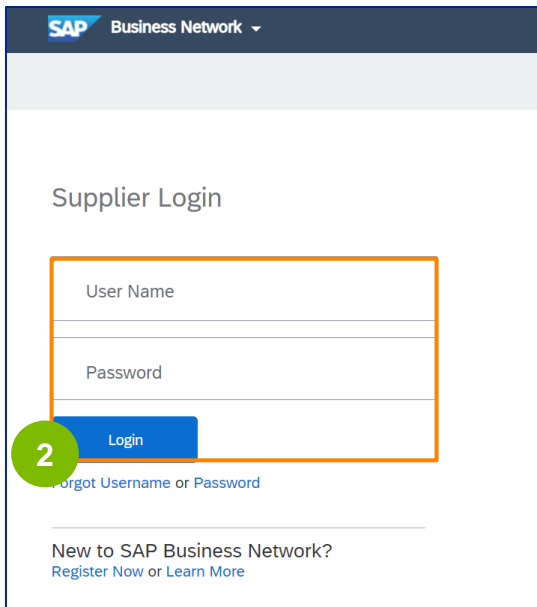
Haga clic en el botón **Procesar pedido del** correo electrónico del pedido de compra para acceder a [Ariba Network](#). Recibirá un correo electrónico por cada pedido de compra; puede obtener más información sobre el enrutamiento de pedidos [aquí](#).

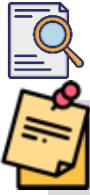


Nota: No tendrá que realizar este paso si ya ha iniciado sesión en Ariba Network.

2

Introduzca su **nombre de usuario** y **contraseña** en la página de inicio de sesión de [Ariba Network](#) y haga clic en **Iniciar sesión**. A continuación, se le redirigirá al pedido de compra.





Confirmación de un pedido de material

Nota: También puede ver el pedido de compra introduciendo el número de pedido en la barra de búsqueda de la página de inicio. Aparecerá una lista de órdenes de compra, seleccione la orden de compra deseada para ver los detalles.

The screenshot shows the SAP Business Network homepage. At the top, there are navigation tabs: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. Below these is a search bar with filters for 'Orders and Releases', 'All customers', and 'Exact match'. The search input field contains the number '4404967917'. Below the search bar, there are two tabs: 'Overview' and 'Getting started'. The main dashboard displays five key metrics:

Metric	Value	Time Period
New orders	186	Last 31 days
Orders	821	Last 31 days
Orders to invoice	140	Last 31 days
Invoices	229	Last 31 days
Items to confirm	39	Last 31 days

The screenshot shows the 'Purchase Orders' page in SAP Business Network. It features a search filter section with 'Customer' set to 'All Customers' and 'Order Number' set to 'Exact number' with the value '4404967917'. Below the filters, there is a table of purchase orders:

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code	Purchasing
Order	4404967917	2	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,570.00 USD	14 Sep 2023	Changed			
Order	4404967917	1	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$3,240.00 USD	14 Sep 2023	Obsolated			
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,600.00 USD	13 Sep 2023	Obsolated			

The screenshot shows the details page for Purchase Order: 4404967917. It includes buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. Below these are tabs for 'Order Detail' and 'Order History'. The page is divided into three main sections:

From:
Equistar Chemicals LP
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To:
LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-0880
United States
Phone:
Fax:
Email: adam.wygart@sap.com

Purchase Order (+ Changed):
4404967917
Amount: \$1,570.00 USD
Amount: \$3,240.00 USD
Version: 2 (Previous Version)

Track Order



Confirmación de un pedido de material

3

Dentro del pedido de compra, haga clic en el botón desplegable **Crear confirmaciones de pedido** y, a continuación, seleccione la opción **Confirmar todo el pedido** para crear una confirmación de pedido

Purchase Order: 4200017378

Create Order Confirmation ▼ Create Ship Notice Create Invoice

3 Confirm Entire Order Update Line Items History Reject Entire Order

From: Houston Refinery - HRO
12000 LAWDALE
HOUSTON, TX 77017
United States

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Purchase Order (Partially Received)
4200017378
Amount: \$10.00 USD
Version: 1

Track Order

Payment Terms NET 60

Comments
Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services ("GTC"), as available at www.LYB.com (Suppliers > Select Region > Purchasing Terms and Conditions), exclusively govern and ... View more »

4

Aparecerá la página Confirmación de pedido. Introduzca un Número de Confirmación único en el campo **Nº Confirmación**.

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 789456456

Associated Purchase Order #: 4200017378

Customer: Lyondell Chemical Company - TEST

Supplier Reference:

Additional Information



Nota: Puede confirmar un pedido varias veces. Si LyondellBasell envía una versión más reciente del pedido, tendrá que volver a confirmarlo. Si desea añadir caracteres alfabéticos en el campo Confirmación #, debe estar en mayúsculas.



Confirmación de un pedido de material

- 5 Introduzca la fecha de envío en el campo **Fecha estimada de envío**.

SAP Business Network - Enterprise Account

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 789456456

Associated Purchase Order #: 4200017378

Customer: Lyondell Chemical Company - TEST

Supplier Reference:

Additional Information

Shipping and Tax Information

Est. Shipping Date: 4 Oct 2023

Est. Delivery Date: 11 Oct 2023

Est. Shipping Cost:

Est. Tax Cost:

Comments:

- 6 Introduzca la Fecha de entrega en el campo **Fecha estimada de entrega**.
Añada comentarios adicionales, si es necesario, en el campo **Comentarios**.

SAP Business Network - Enterprise Account

Confirming PO

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 789456456

Associated Purchase Order #: 4200017378

Customer: Lyondell Chemical Company - TEST

Supplier Reference:

Additional Information

Shipping and Tax Information

Est. Shipping Date: 4 Oct 2023

Est. Delivery Date: 11 Oct 2023

Est. Shipping Cost:

Est. Tax Cost:

Comments: Example



Nota: Se notificará a LyondellBasell si confirma una fecha de entrega alternativa.



Confirmación de un pedido de material

7 Haga clic en el botón **Siguiente** para ver la página Revisar confirmación de pedido.

SAP Business Network - Enterprise Account

Confirming PO

Exit Next

1 Confirm Entire Order

2 Review Order Confirmation

Order Confirmation Header

Confirmation #: 789456456

Associated Purchase Order #: 4200017378

Customer: Lyondell Chemical Company - TEST

Supplier Reference:

Additional Information

Shipping and Tax Information

Est. Shipping Date: 4 Oct 2023

Est. Shipping Cost:

Est. Delivery Date: 11 Oct 2023

Est. Tax Cost:

Comments: Example

8 Aparecerá la página Revisar Confirmación de Pedido, tómese un tiempo para revisar los detalles del pedido. Si todos los detalles son correctos, haga clic en el botón **Enviar** para confirmar la Orden de Compra.

SAP Business Network - Enterprise Account

Confirming PO

Previous Submit Exit

1 Confirm Entire Order

2 Review Order Confirmation

Confirmation Update

Confirmation #: 789456456

Supplier Reference:

Comments: Example

Attachments:

Line Items

Line #	Part # / Description	Type	Qty (Unit)	Need By	Unit Price	Subtotal
1	Services Software	Material	10 (EA)	30 Sep 2023	\$1.00 USD	\$10.00 USD

Current Order Status:
10 Confirmed With New Date (Estimated Shipment Date: 4 Oct 2023; Estimated Delivery Date: 11 Oct 2023)

Previous Submit Exit



Confirmación de un pedido de material

9

Se le redirigirá a su pedido de compra, que ahora mostrará que el pedido está confirmado.

Purchase Order: 4200017378

Create Order Confirmation | Create Ship Notice | Create Invoice

Order Detail | Order History

From: Houston Refinery - HRO
12000 LAWNDALE
HOUSTON, TX 77017
United States

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

9 Purchase Order (Confirmado)
4200017378
Amount: \$10.00 USD
Version: 1

Track Order

Payment Terms: NET 60

Comments: Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services ("GTC"), as available at www.LYB.com (Suppliers > Select Region > Purchasing Terms and Conditions), exclusively govern and ... View more >

Contract Number: C664

Other Information: Primary Ship To Address: ID: 50001340 | Name: 11815 HWY 146 | Street: Equistar Chemicals, LP | City: MONT BELVIEU | Country: US | Region: TX
allDetailOC: notAllowed
Company Code: 123

Routing Status: Acknowledged
Related Documents: 789456456
RC22589

Purchase Order: 4200017378

Create Order Confirmation | Create Ship Notice | Create Invoice

Order Detail | Order History

From: Houston Refinery - HRO
12000 LAWNDALE
HOUSTON, TX 77017
United States

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Purchase Order (Confirmado)
4200017378
Amount: \$10.00 USD
Version: 1

Track Order

Payment Terms: NET 60

Comments: Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services ("GTC"), as available at www.LYB.com (Suppliers > Select Region > Purchasing Terms and Conditions), exclusively govern and ... View more >

Contract Number: C664

Other Information: Primary Ship To Address: ID: 50001340 | Name: 11815 HWY 146 | Street: Equistar Chemicals, LP | City: MONT BELVIEU | Country: US | Region: TX
allDetailOC: notAllowed
Company Code: 123

Routing Status: Acknowledged
Related Documents: 789456456
RC22589



Nota: Todos los documentos creados a partir del pedido se mostrarán en la sección Documentos relacionados.



Rechazo del pedido

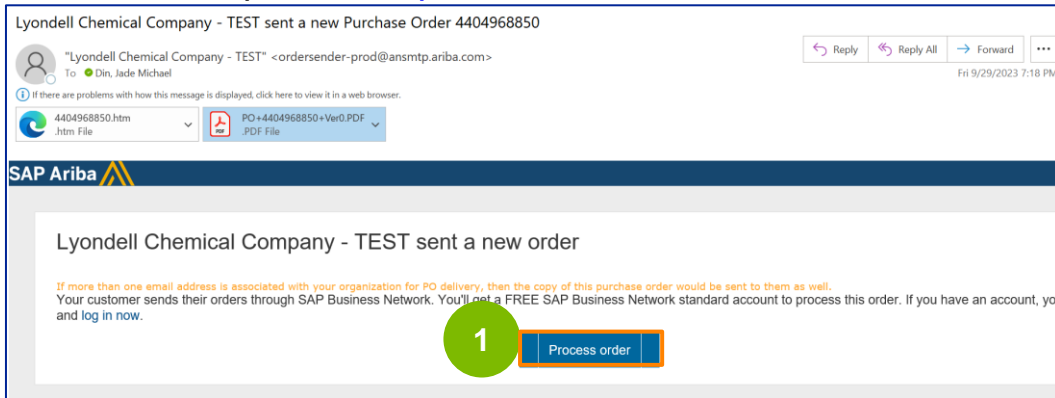
Los siguientes pasos son para **los proveedores de LyondellBasell**



Rechazo de un pedido de material o de servicios

1

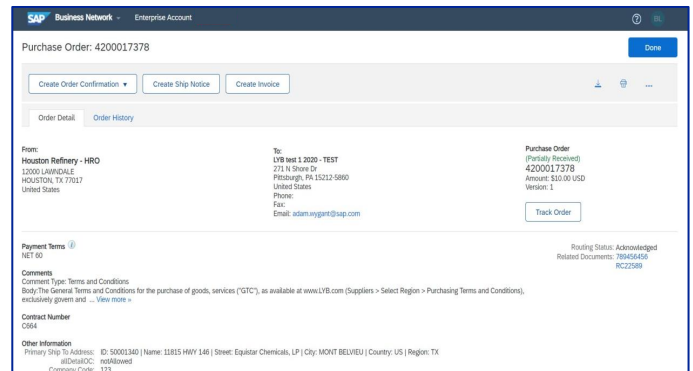
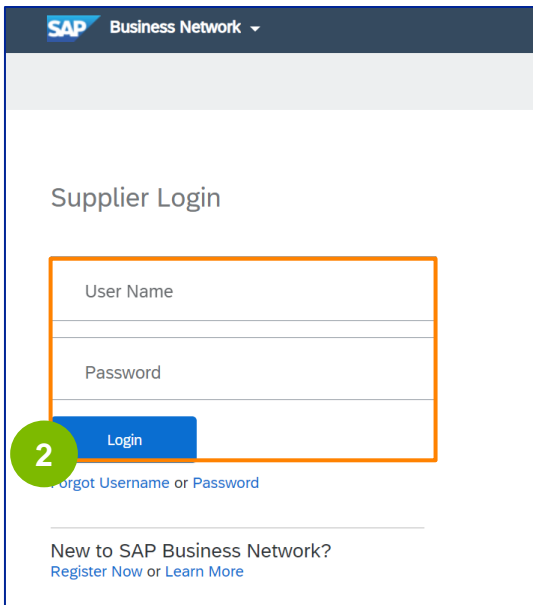
Haga clic en el botón **Procesar pedido del** correo electrónico del pedido de compra para acceder a [Ariba Network](#). Recibirá un correo electrónico por cada pedido de compra; puede obtener más información sobre el enrutamiento de pedidos [aquí](#).

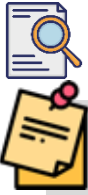


Nota: No tendrá que realizar este paso si ya ha iniciado sesión en Ariba Network.

2

Introduzca su **nombre de usuario** y **contraseña** en la página de inicio de sesión de [Ariba Network](#) y haga clic en **Iniciar sesión**. A continuación, se le redirigirá al pedido de compra.





Rechazo de un pedido de material o de servicios

Nota: También puede ver el pedido de compra introduciendo el número de pedido en la barra de búsqueda de la página de inicio. Aparecerá una lista de órdenes de compra, seleccione la orden de compra deseada para ver los detalles.

The screenshot shows the SAP Business Network homepage. At the top, there are navigation tabs: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. Below these is a search bar with filters for 'Orders and Releases', 'All customers', and 'Exact match'. The search input field contains the number '4404967917'. Below the search bar, there are two tabs: 'Overview' and 'Getting started'. The main dashboard displays five key metrics:

Metric	Value	Time Period
New orders	186	Last 31 days
Orders	821	Last 31 days
Orders to invoice	140	Last 31 days
Invoices	229	Last 31 days
Items to confirm	39	Last 31 days

The screenshot shows the 'Purchase Orders' page in SAP Business Network. It features a search filter section with the following details:

- Customer: All Customers
- Order Number: 4404967917
- Search Type: Exact number (selected)

Below the filters, there is a table of Purchase Orders (3 results):

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code	Purchasing C
Order	4404967917	2	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,570.00 USD	14 Sep 2023	Changed			
Order	4404967917	1	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$3,240.00 USD	14 Sep 2023	Obsolated			
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,600.00 USD	13 Sep 2023	Obsolated			

The screenshot shows the details for Purchase Order: 4404967917. It includes buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. Below these are tabs for 'Order Detail' and 'Order History'. The page is divided into 'From' and 'To' sections:

From:
Equistar Chemicals LP
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To:
LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-0880
United States
Phone:
Fax:
Email: adam.wygart@sap.com

Purchase Order (+ Changed):
4404967917
Amount: \$1,570.00 USD
Amount: \$3,240.00 USD
Version: 2 (Previous Version)

Track Order



Rechazo de un pedido de material o de servicios

3

Dentro del pedido de compra, haga clic en el botón desplegable **Crear confirmaciones de pedido** y, a continuación, seleccione la opción **Rechazar todo el pedido** para rechazar todo el pedido.



Nota: Rechazar un pedido no significa necesariamente anularlo, también puede utilizarse para solicitar cambios en el pedido (por ejemplo, cambio de precio, cambio de cantidad, etc.).

The screenshot displays the SAP Business Network interface for a Purchase Order (4200017521). At the top, there are navigation elements for 'SAP Business Network' and 'Enterprise Account'. Below this, the purchase order details are shown, including the order number and a 'Track Order' button. A dropdown menu is open under the 'Create Order Confirmation' button, with the 'Reject Entire Order' option highlighted. A green circle with the number '3' is placed over this option. The interface also shows contact information for the supplier (Houston Refinery - HRO) and the buyer (LYB test 1 2020 - TEST), along with payment terms (NET 60) and a comment section.



Nota: El proceso para rechazar una orden de compra es el mismo para las Órdenes de Material y de Servicio.



Rechazo de un pedido de material o de servicios

4

Aparece la ventana emergente **Rechazar todo el pedido**. Introduzca el número de confirmación en el campo **Número de confirmación**.

The screenshot shows the SAP Business Network interface for a Purchase Order (4200017521). A modal dialog titled "REJECT ENTIRE ORDER" is open. The "Confirmation #" field contains the value "879846546" and is highlighted with a green circle containing the number "4". The "Rejection Reason" field is a dropdown menu, and the "Comments" field is a text area. The "Reject Order" and "Cancel" buttons are at the bottom of the dialog.



Nota: Si desea añadir caracteres alfabéticos en el campo Confirmación #, debe estar en mayúsculas.

5

En el campo **Motivo de rechazo**, seleccione el motivo que desee para rechazar el pedido.

The screenshot shows the same SAP Business Network interface. The "REJECT ENTIRE ORDER" dialog box is open, and the "Rejection Reason" dropdown menu is expanded. The "Please Select" option is highlighted with a green circle containing the number "5". The dropdown menu lists various reasons for rejection, including "Duplicate Order", "Incorrect Delivery Date", "Incorrect Description", "Incorrect Price", "Incorrect Quantity", "Incorrect Stock/Part Number", "Incorrect Supplier Code Used", "Incorrect UOM", "Not our Product Line", and "Unable to Supply Item(s)".



Rechazo de un pedido de material o de servicios

6

Por favor, sea descriptivo con respecto a los cambios en el campo **Comentarios**, LyondellBasell será notificado y tomará las medidas necesarias en base a los comentarios...

Purchase Order: 4200017521

From:
Houston Refinery - HRO
12000 LAWNSDALE
HOUSTON, TX 77017
United States

Payment Terms
NET 60

Comments
Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services and materials, and the terms and conditions of the contract, shall apply to this purchase order. The terms and conditions of the contract shall be deemed to be incorporated into this purchase order. The terms and conditions of the contract shall be deemed to be incorporated into this purchase order. The terms and conditions of the contract shall be deemed to be incorporated into this purchase order. ... View more »

Contract Number
C664

Other Information
Primary Ship To Address: ID: | Name: | Street: | City: | Country: | Region:
allDetailOC: notAllowed
Company Code: 123

Purchase Order (New)
4200017521
Amount: \$1.00 USD
Version: 1

Track Order

REJECT ENTIRE ORDER

Order Confirmation Number:
Confirmation #: 879846546

Rejection Reason: Not our Product Line

Comments: Product not available.

Reject Order Cancel

7

Pulse el botón **Rechazar pedido** para rechazar el pedido

Purchase Order: 4200017521

From:
Houston Refinery - HRO
12000 LAWNSDALE
HOUSTON, TX 77017
United States

Payment Terms
NET 60

Comments
Comment Type: Terms and Conditions
Body: The General Terms and Conditions for the purchase of goods, services and materials, and the terms and conditions of the contract, shall apply to this purchase order. The terms and conditions of the contract shall be deemed to be incorporated into this purchase order. The terms and conditions of the contract shall be deemed to be incorporated into this purchase order. The terms and conditions of the contract shall be deemed to be incorporated into this purchase order. ... View more »

Contract Number
C664

Other Information
Primary Ship To Address: ID: | Name: | Street: | City: | Country: | Region:
allDetailOC: notAllowed
Company Code: 123

Purchase Order (New)
4200017521
Amount: \$1.00 USD
Version: 1

Track Order

REJECT ENTIRE ORDER

Order Confirmation Number:
Confirmation #: 879846546

Rejection Reason: Not our Product Line

Comments: Product not available.

Reject Order Cancel



Rechazo de un pedido de material o de servicios

8

Se le redirigirá a su pedido de compra. El estado de su pedido de compra ahora dirá **Rechazado** y LyondellBasell será notificado automáticamente para realizar el cambio.

The screenshot shows the SAP Business Network interface for a purchase order. At the top, it says "Purchase Order: 4200017521" and "Enterprise Account". Below this are buttons for "Create Order Confirmation", "Create Ship Notice", and "Create Invoice". The "Order Detail" tab is selected. The main content area shows the order details: "From: Houston Refinery - HRO" and "To: LYB test 1 2020 - TEST". A green circle with the number "8" is overlaid on the order details. To the right, a box highlights the "Purchase Order (Rejected) 4200017521" with a "Track Order" button below it. At the bottom, it shows "Payment Terms: NET 60" and "Routing Status: Acknowledged".



Nota: El comprador de LyondellBasell enviará una orden de compra revisada para su revisión y confirmación de la versión más reciente.

This screenshot is similar to the previous one, but it highlights the "Related Documents" section. A box at the bottom right contains the text "Routing Status: Acknowledged" and "Related Documents: 879846546".



Nota: Todos los documentos creados a partir del pedido se mostrarán en la sección Documentos relacionados.



Actualización de una orden de compra de servicios por partida individual

Los siguientes pasos son para **los proveedores de LyondellBasell**

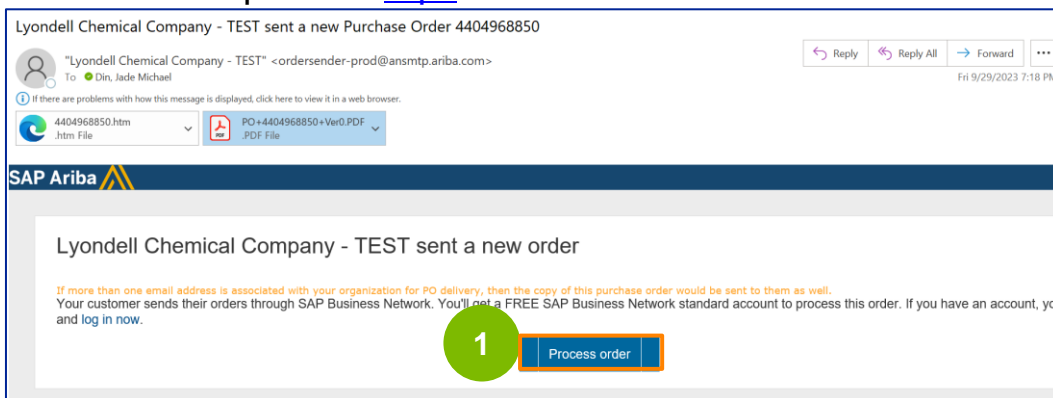
Ariba Network Order Confirmation



Actualización de una orden de compra de servicios por partidas individuales

1

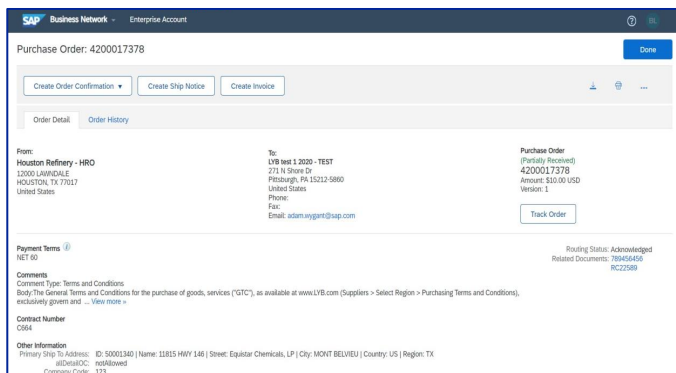
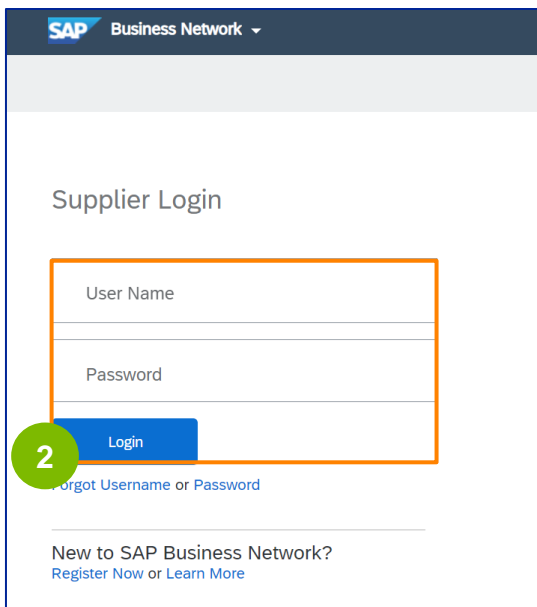
Haga clic en el botón **Procesar pedido del** correo electrónico del pedido de compra para acceder a [Ariba Network](#). Recibirá un correo electrónico por cada pedido de compra; puede obtener más información sobre el enrutamiento de pedidos [aquí](#).



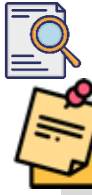
Nota: No tendrá que realizar este paso si ya ha iniciado sesión en Ariba Network.

2

Introduzca su **nombre de usuario** y **contraseña** en la página de inicio de sesión de [Ariba Network](#) y haga clic en **Iniciar sesión**. A continuación, se le redirigirá al pedido de compra.



Ariba Network Order Confirmation



Actualización de una orden de compra de servicios por partidas individuales

Nota: También puede ver el pedido de compra introduciendo el número de pedido en la barra de búsqueda de la página de inicio. Aparecerá una lista de órdenes de compra, seleccione la orden de compra deseada para ver los detalles.

SAP Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs More

Orders and Releases All customers Exact match 4404967917

Overview Getting started

186	821	140	229	39
New orders	Orders	Orders to invoice	Invoices	Items to confirm
Last 31 days	Last 31 days	Last 31 days	Last 31 days	Last 31 days

SAP Business Network Enterprise Account

Home Enablement Discovery Workbench Orders Fulfillment Invoices Payments Catalogs More

Purchase Orders

Purchase Orders Items to Confirm Items to Ship Return Items

This page will be replaced with our new Workbench concept soon. Try the new Workbench

Search Filters

Customer: All Customers

Order Number: Partial number Exact number

4404967917

Purchase Orders (3)

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code	Purchasing C
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,570.00 USD	14 Sep 2023	Changed			
Order	4404967917	1	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$3,240.00 USD	14 Sep 2023	Obsolated			
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,600.00 USD	13 Sep 2023	Obsolated			

SAP Business Network Enterprise Account

Purchase Order: 4404967917

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

From:
Equistar Chemicals LP
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To:
LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Purchase Order
(+ Changed)
4404967917
Amount: \$1,570.00 USD
Amount: \$3,240.00 USD
Version: 2 (Previous Version)

Track Order





Actualización de una orden de compra de servicios por partidas individuales

3

Dentro del pedido de compra, haga clic en el botón desplegable **Crear confirmaciones de pedido** y, a continuación, seleccione la opción **Actualizar artículos de línea** para actualizar el pedido de compra por línea.

The screenshot displays the SAP Business Network interface for a purchase order. At the top, it shows 'SAP Business Network' and 'Enterprise Account'. The main header indicates 'Purchase Order: 4404968770'. A dropdown menu is open under the 'Create Order Confirmation' button, with 'Update Line Items' highlighted. Other options in the menu include 'Confirm Entire Order', 'Reject Entire Order', and 'History'. Below the menu, contact information is provided for both the supplier (Houston Refining LP) and the customer (LYB test 1 2020 - TEST). Payment terms are listed as 'NET 60'. Contact information for technical support (Dennis Thomas) is also visible.

Purchase Order: 4404968770

3

Create Order Confirmation ▼ Create Ship Notice Create Service Sheet Create Invoice

Confirm Entire Order

Update Line Items History

Reject Entire Order

From: Houston Refining LP
1221 McKinney, Suite 700
HOUSTON, TX 77010
United States
Phone:
Fax:

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Purchase Order (New)
4404968770
Amount: \$100.00 USD

Payment Terms ⓘ
NET 60

Contact Information
Supplier Address
CINTAS CORP
PO BOX 630803
CINCINNATI, OH 45263-0803

Technical Support
Dennis Thomas
Email: DENNIS.THOMAS@LYONDELLBASELL.COM



Nota: En el campo Actualizar partidas, puede confirmar parcialmente, retroceder o rechazar partidas.



Actualización de una orden de compra de servicios por partidas individuales

4

Aparecerá la página Confirmando Pedido. Introduzca el Número de Confirmación en el campo **Nº Confirmación**.

Confirming PO

Exit Next

1 Update Item Status 2 Review Confirmation

Order Confirmation Header * Indicates required field

Confirmation #: 6564732

Associated Purchase Order #: 4404968770

Customer: Lyondell Chemical Company - TEST

Supplier Reference:

Additional Information

Shipping and Tax Information

Enter tax information at the line item level.

Est. Completion Date: Est. Tax Cost:

Comments:



Nota: Si desea añadir caracteres alfabéticos en el campo Confirmación #, debe estar en mayúsculas.

5

Introduzca la fecha de finalización en el campo **Fecha estimada de finalización**.

SAP Business Network Enterprise Account

Confirming PO

Exit Next

1 Update Item Status 2 Review Confirmation

Order Confirmation Header * Indicates required field

Confirmation #: 6564732

Associated Purchase Order #: 4404968770

Customer: Lyondell Chemical Company - TEST

Supplier Reference:

Additional Information

Shipping and Tax Information

Enter tax information at the line item level.

Est. Completion Date: 19 Oct 2023 Est. Tax Cost:

Comments:



Actualización de una orden de compra de servicios por partidas individuales

6

Desplácese hasta la sección Partidas y actualice los campos

Confirmar o Rechazar. Haga clic en el botón **Detalles** para actualizar los detalles de la partida para el campo Confirmar.

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal
00001	Not Available TEST SERVICE		Service		3 Oct 2023		\$100.00 USD
<input checked="" type="radio"/> Confirm Details (Estimated Completion Date: 19 Oct 2023)							
<input type="radio"/> Reject - Please specify a reason: Please Select							
00001.unknown	Not Available	IS113000100	Service	1.000 (Z1J)		\$100.00 USD	\$100.00 USD
SERVIZI PER COSTI DI STRUMENTAZ. (L680)							
Attachments:							
Name Size (bytes) Content Type							
No items							
<input type="button" value="Choose File"/> No file chosen <input type="button" value="Add Attachment"/>							
The total size of all attachments cannot exceed 10MB							
<input type="button" value="Confirm All"/> ⓘ							

7

Aparecerá la página Detalles, en la que podrá ver o realizar modificaciones en la partida. Por ejemplo, puede actualizar la Fecha de finalización y añadir comentarios. Haga clic en **Aceptar** para confirmar sus selecciones y continuar.

SAP Business Network - Enterprise Account

Line No.	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
00001	Not Available TEST SERVICE	1.000	ZZ	3 Oct 2023		\$100.00 USD	\$100.00 USD
New Order Status: 1.000 Confirmed							
Est. Completion Date: 19 Oct 2023							
Comments: Example							



Actualización de una orden de compra de servicios por partidas individuales

8

Si desea rechazar una partida, debe seleccionar un motivo de rechazo y añadir comentarios si es necesario.

The screenshot displays a table of order items. The first item, Line # 00001, is highlighted. It is a 'Service' item with a 'Not Available' status. The 'Reject - Please specify a reason:' option is selected, and the reason 'Unable to Supply Item' is chosen from a dropdown menu. A text box next to the dropdown contains the same text. A green circle with the number '8' is overlaid on the 'Reject' radio button. Below the table, there are buttons for 'Choose File', 'Add Attachment', and 'Confirm All'. A note at the bottom states: 'The total size of all attachments cannot exceed 10MB'.

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal
00001	Not Available TEST SERVICE		Service		3 Oct 2023		\$100.00 USD
00001:unknown	Not Available SERVIZI PER COSTI DI STRUMENTAZ. (L680)	I5113000100	Service	1.000 (Z1J)		\$100.00 USD	\$100.00 USD

9

Pulse el botón **Siguiente** para ir a la página de Confirmación de revisión.

This screenshot is identical to the previous one, showing the 'Reject' action for the service item. A green circle with the number '9' is overlaid on the 'Next' button at the bottom right of the interface. The 'Next' button is highlighted with a red border.



Actualización de una orden de compra de servicios por partidas individuales

10

Aparecerá la página Revisar Confirmación de Pedido, tómese un tiempo para revisar los detalles del Pedido de Compra. Si todos los detalles son correctos, haga clic en el botón **Enviar** para confirmar la Orden de Compra.

Line #	Part # / Description	Customer Part #	Type	Qty (Unit)	Need By	Unit Price	Subtotal
00001	Not Available TEST SERVICE		Service		3 Oct 2023		\$100.00 USD
Current Order Status: 1.000 Rejected (Rejection Reason: Unable to Supply Item; Comments: Unable to supply item)							
00001 unknown	Not Available	IS113000100	Service	1.000 (2LJ)		\$100.00 USD	\$100.00 USD
SERVID PER COSTI DI STRUMENTAZ. (L.680)							

11

Se le redirigirá a su pedido de compra, que ahora mostrará que el pedido está confirmado.

From: Houston Refining LP
1221 McKinney, Suite 700
HOUSTON, TX 77010
United States
Phone: +1 281 973 314 5800
Fax: +1 800 768 4387

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212 5860
United States
Phone:
Fax:
Email: adam.vygent@sap.com

Payment Terms: NET 60

Contact Information:
Supplier Address
CINTAS CORP
PO BOX 830603
CINCINNATI, OH 45283-0803
United States
Email: kltinell72@cintas.com
Phone: +1 281 973 314 5800
Fax: +1 800 768 4387
Purchasing Agent
ARIBA CONTRCT ITEM
Email: lybchamps@ariba.com
Phone: +1 ARIBA ITEMS

Technical Support:
Dennis Thomas
Email: DENNIS.THOMAS@LYONDELLBASELL.COM

Purchase Order (Confirmed):
4404968770
Amount: \$100.00 USD

Routing Status: Acknowledged
Related Documents: 6564732, 6564732



Actualización de una orden de compra de servicios por partidas individuales

- 12 Se le redirigirá a su pedido de compra, que ahora mostrará que el pedido está confirmado.

Purchase Order: 4404968770

Create Order Confirmation Create Ship Notice Create Service Sheet Create Invoice

Order Detail Order History

From: Houston Refining LP
1221 McKinney, Suite 700
HOUSTON, TX 77010
United States
Phone:
Fax:

To: LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.vygart@sap.com

Purchase Order (Confirmed)
4404968770
Amount: \$100.00 USD

Payment Terms (NET 60)

Contact Information
Supplier Address
CINTAS CORP
PO BOX 630803
CINCINNATI, OH 45263-0803
United States
Email: MitchellT2@cintas.com
Phone: + () 513-734-5900
Fax: + () 603-788-4397
Purchasing Agent
ARIBA CONTRACT ITEM
Email: lycitemp@ariba.com
Phone: + () ARIBA ITEMS

Technical Support
Dennis Thomas
Email: DENNIS.THOMAS@LYONDELLBASELL.COM

Routing Status: Acknowledged
Related Documents: 6564732
6564732



Nota: Todos los documentos creados a partir del pedido se mostrarán en la sección Documentos relacionados.

Cualquier partida que requiera una acción (es decir, rechazada) será devuelta en una nueva versión de la orden de compra que deberá ser revisada y reconfirmada.



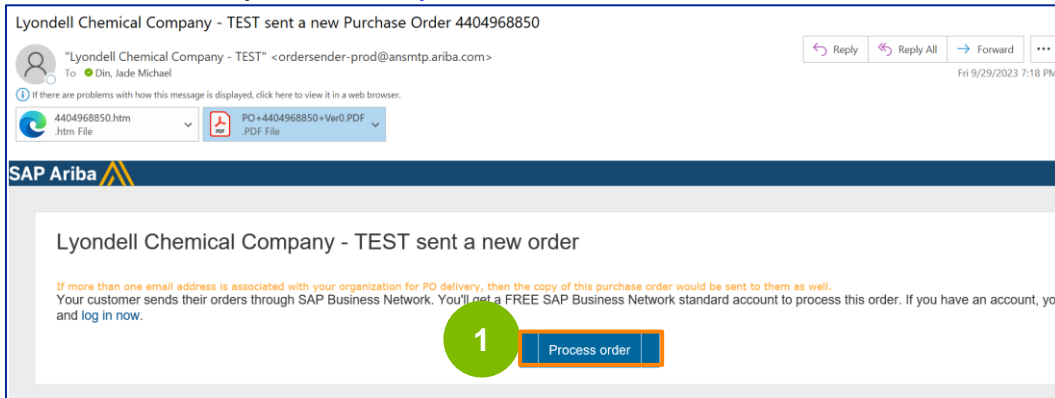
Actualización de un pedido de material por partida individual

Los siguientes pasos son para **los proveedores de LyondellBasell**

Actualización de un pedido de material por partidas individuales

1

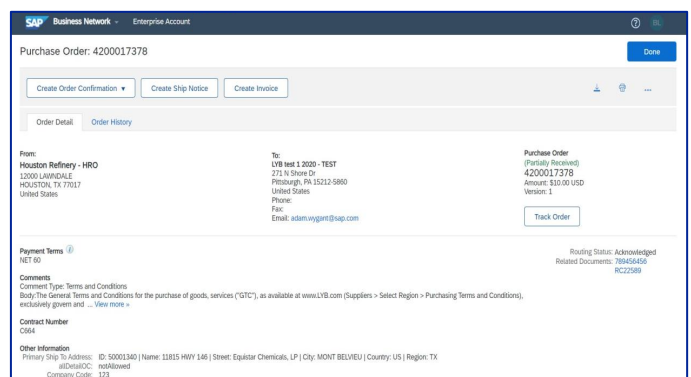
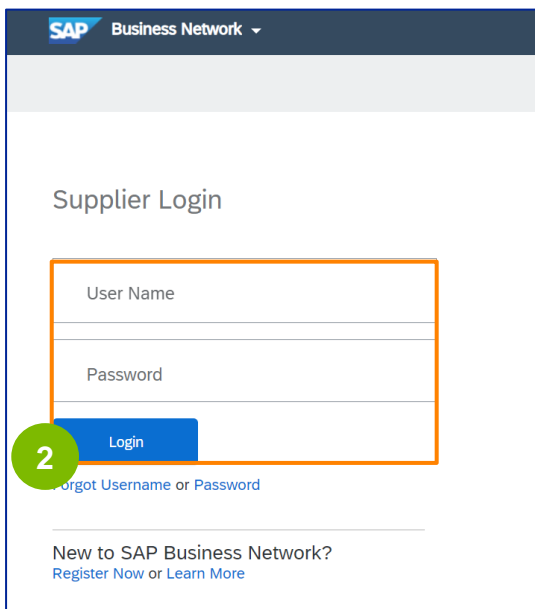
Haga clic en el botón **Procesar pedido del** correo electrónico del pedido de compra para acceder a [Ariba Network](#). Recibirá un correo electrónico por cada pedido de compra; puede obtener más información sobre el enrutamiento de pedidos [aquí](#).



Nota: No tendrá que realizar este paso si ya ha iniciado sesión en Ariba Network.

2

Introduzca su **nombre de usuario** y **contraseña** en la página de inicio de sesión de [Ariba Network](#) y haga clic en **Iniciar sesión**. A continuación, se le redirigirá al pedido de compra.



Actualización de un pedido de material por partidas individuales

Nota: También puede ver el pedido de compra introduciendo el número de pedido en la barra de búsqueda de la página de inicio. Aparecerá una lista de órdenes de compra, seleccione la orden de compra deseada para ver los detalles.

The screenshot shows the SAP Business Network homepage. At the top, there are navigation tabs: Home, Enablement, Discovery, Workbench, Orders, Fulfillment, Invoices, Payments, Catalogs, and More. Below these is a search bar with filters for 'Orders and Releases', 'All customers', and 'Exact match'. The search input field contains the number '4404967917'. Below the search bar, there are two tabs: 'Overview' and 'Getting started'. The main content area displays five key metrics for the last 31 days: 186 New orders, 821 Orders, 140 Orders to invoice, 229 Invoices, and 39 Items to confirm.

The screenshot shows the 'Purchase Orders' page in SAP Business Network. It features a search filter section with 'Customer' set to 'All Customers' and 'Order Number' set to 'Exact number' with the value '4404967917'. Below the search filters, there is a table of purchase orders. The first row is highlighted with an orange box.

Type	Order Number	Ver	Customer	Inquiries	Ship To Address	Ordering Address	Amount	Date	Order Status	External Document Type	Company Code	Purchasing
Order	4404967917	2	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,570.00 USD	14 Sep 2023	Changed			
Order	4404967917	1	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$3,240.00 USD	14 Sep 2023	Obsolated			
Order	4404967917	0	Lyondell Chemical Company - TEST		Equistar Chemicals, LP Channelview, TX United States	CINTAS CORP CINCINNATI, OH United States	\$1,600.00 USD	13 Sep 2023	Obsolated			

The screenshot shows the details page for Purchase Order: 4404967917. It includes buttons for 'Create Order Confirmation', 'Create Ship Notice', and 'Create Invoice'. Below these are tabs for 'Order Detail' and 'Order History'. The page is divided into 'From' and 'To' sections. The 'From' section lists Equistar Chemicals LP. The 'To' section lists LYB test 1 2020 - TEST. The 'Purchase Order' section shows the order number, amount, and version.

From:
Equistar Chemicals LP
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To:
LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-8880
United States
Phone:
Fax:
Email: adam.wygart@sap.com

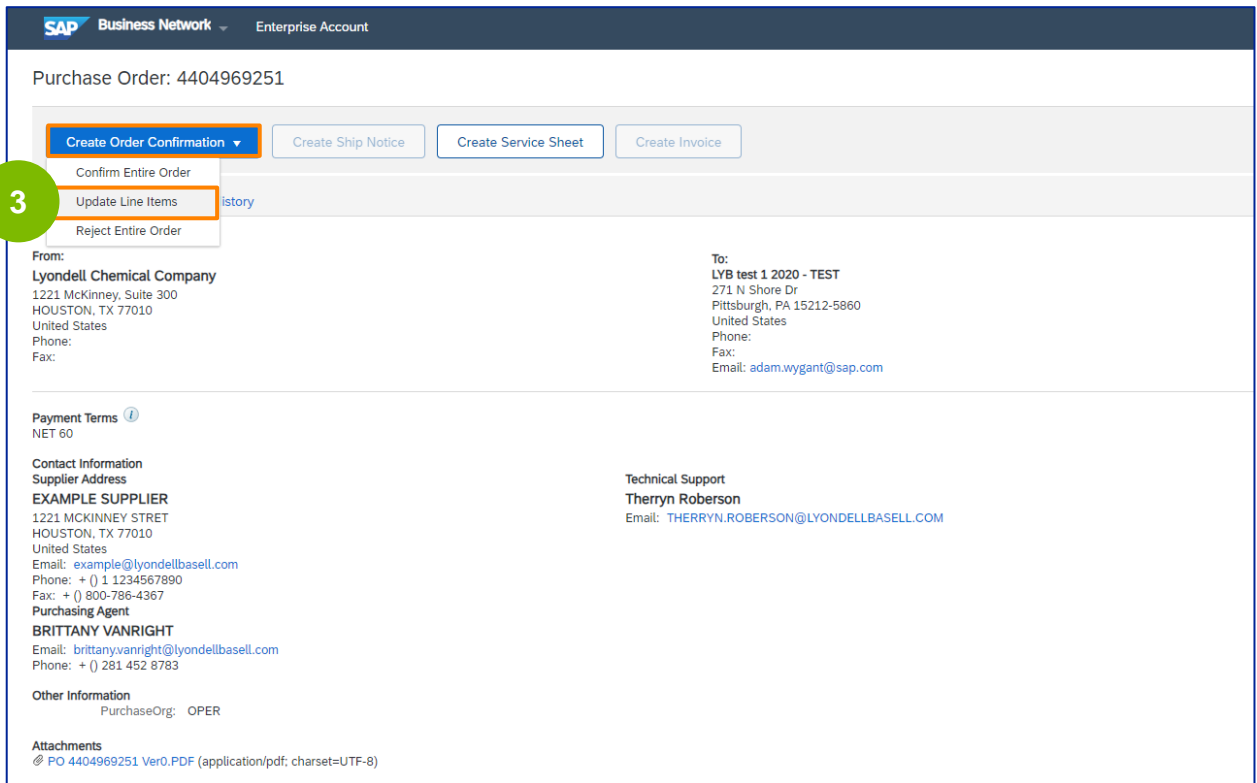
Purchase Order
(+ Changed)
4404967917
Amount: \$1,570.00 USD
Amount: \$3,240.00 USD
Version: 2 (Previous Version)

Track Order

Actualización de un pedido de material por partidas individuales

3

Dentro del pedido de compra, haga clic en el botón desplegable **Crear confirmaciones de pedido** y, a continuación, seleccione la opción **Actualizar artículos de línea** para actualizar el pedido de compra por línea.



Purchase Order: 4404969251

Create Order Confirmation | Create Ship Notice | Create Service Sheet | Create Invoice

Confirm Entire Order
Update Line Items | History
Reject Entire Order

From:
Lyondell Chemical Company
1221 McKinney, Suite 300
HOUSTON, TX 77010
United States
Phone:
Fax:

To:
LYB test 1 2020 - TEST
271 N Shore Dr
Pittsburgh, PA 15212-5860
United States
Phone:
Fax:
Email: adam.wygant@sap.com

Payment Terms ⓘ
NET 60

Contact Information
Supplier Address
EXAMPLE SUPPLIER
1221 MCKINNEY STRET
HOUSTON, TX 77010
United States
Email: example@lyondellbasell.com
Phone: + () 1 1234567890
Fax: + () 800-786-4367
Purchasing Agent
BRITTANY VANRIGHT
Email: brittany.vanright@lyondellbasell.com
Phone: + () 281 452 8783

Technical Support
Therryn Roberson
Email: THERRYN.ROBERSON@LYONDELLBASELL.COM

Other Information
PurchaseOrg: OPER

Attachments
PO 4404969251 Ver0.PDF (application/pdf, charset=UTF-8)

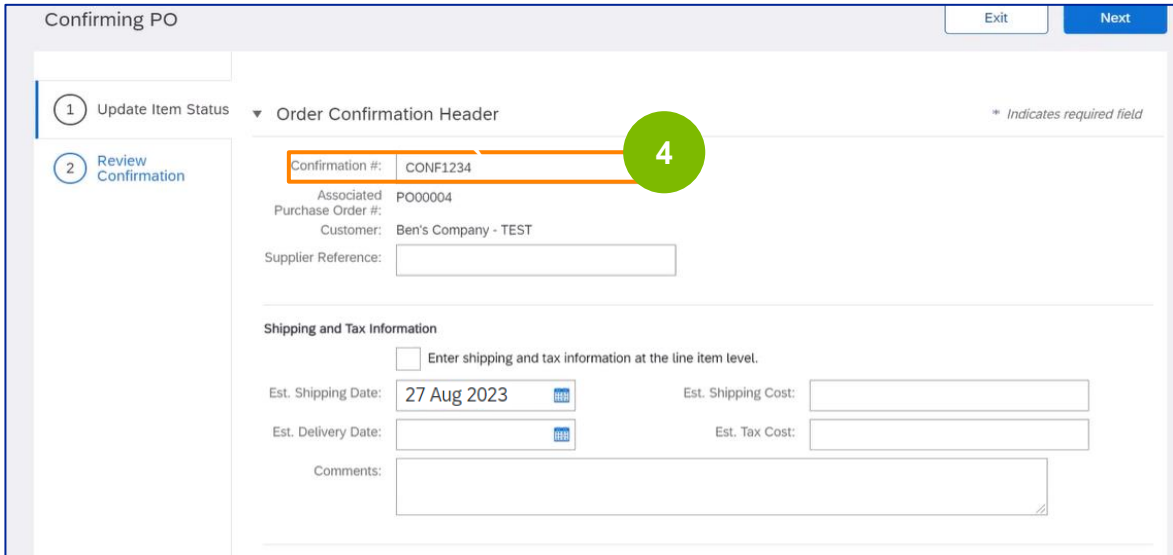


Nota: Utilice el campo Actualizar partidas cuando esté revisando pedidos con varias partidas que desee confirmar, rechazar o actualizar.

Actualización de un pedido de material por partidas individuales

4

Aparecerá la página Confirmando Pedido. Introduzca el Número de Confirmación en el campo **Nº Confirmación**.



Confirming PO Exit Next

1 Update Item Status ▼ Order Confirmation Header * Indicates required field

2 Review Confirmation

Confirmation #: CONF1234 **4**

Associated Purchase Order #: PO00004
Customer: Ben's Company - TEST
Supplier Reference:

Shipping and Tax Information

Enter shipping and tax information at the line item level.

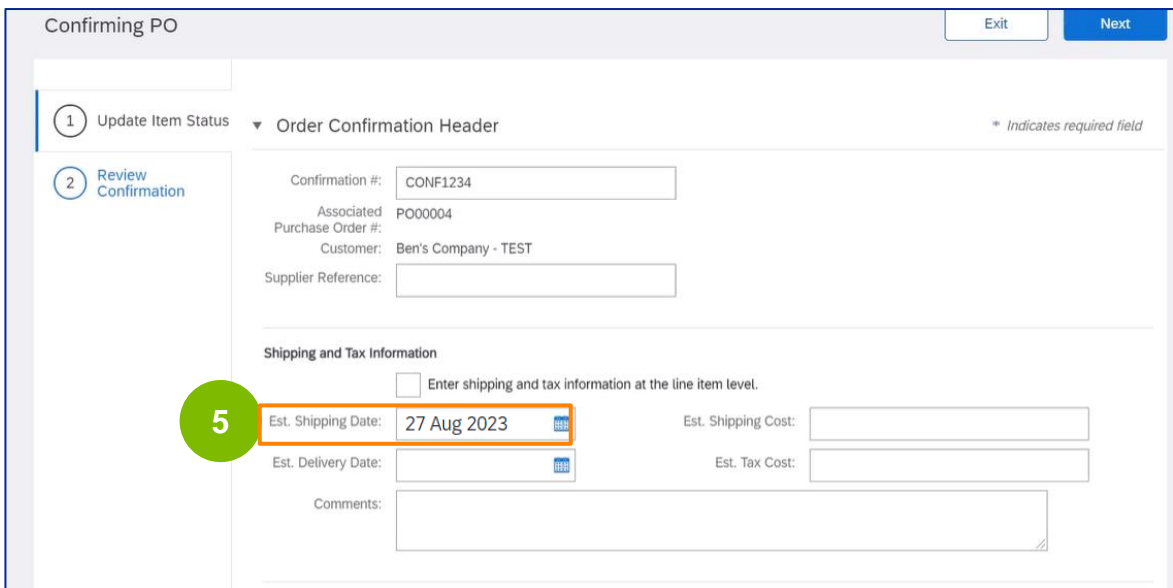
Est. Shipping Date: 27 Aug 2023 Est. Shipping Cost:
Est. Delivery Date: Est. Tax Cost:
Comments:



Nota: Si desea añadir caracteres alfabéticos en el campo Confirmación #, debe estar en mayúsculas.

5

Introduzca la fecha de envío en el campo **Fecha estimada de envío**.



Confirming PO Exit Next

1 Update Item Status ▼ Order Confirmation Header * Indicates required field

2 Review Confirmation

Confirmation #: CONF1234

Associated Purchase Order #: PO00004
Customer: Ben's Company - TEST
Supplier Reference:

Shipping and Tax Information

Enter shipping and tax information at the line item level.

5 Est. Shipping Date: 27 Aug 2023 Est. Shipping Cost:
Est. Delivery Date: Est. Tax Cost:
Comments:

Actualización de un pedido de material por partidas individuales

6

Introduzca la Fecha de entrega en el campo **Fecha estimada de entrega**.
Añada comentarios adicionales, si es necesario, en el campo **Comentarios**.

Confirming PO

Exit Next

1 Update Item Status

2 Review Confirmation

Order Confirmation Header * Indicates required field

Confirmation #: CONF1234

Associated Purchase Order #: PO00004

Customer: Ben's Company - TEST

Supplier Reference:

Shipping and Tax Information

Enter shipping and tax information at the line item level.

Est. Shipping Date: 27 Aug 2023 Est. Shipping Cost:

Est. Delivery Date: 3 Oct 2023 Est. Tax Cost:

Comments:

7

Desplácese hasta la sección Partidas y actualice los campos Confirmar, Pedido pendiente o Rechazar. Por ejemplo, se ha añadido una cantidad de 20 en el campo Confirmar. Haga clic en el botón **Detalles** para ver los detalles de la partida.

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
10	Test-1178 test item	20 (C62)	3 Oct 2023 3	150.00 EUR	3,000.00 EUR
20	Test-1179 test item	50 (C62)	1 Oct 2021	100.00 EUR	5,000.00 EUR

Current Order Status

20 Unconfirmed

Confirm: 20 Backorder: Reject: Details

Attachments:

Name	Size (bytes)	Content Type
No items		

Choose File No file chosen Add Attachment

The total size of all attachments cannot exceed 10MB

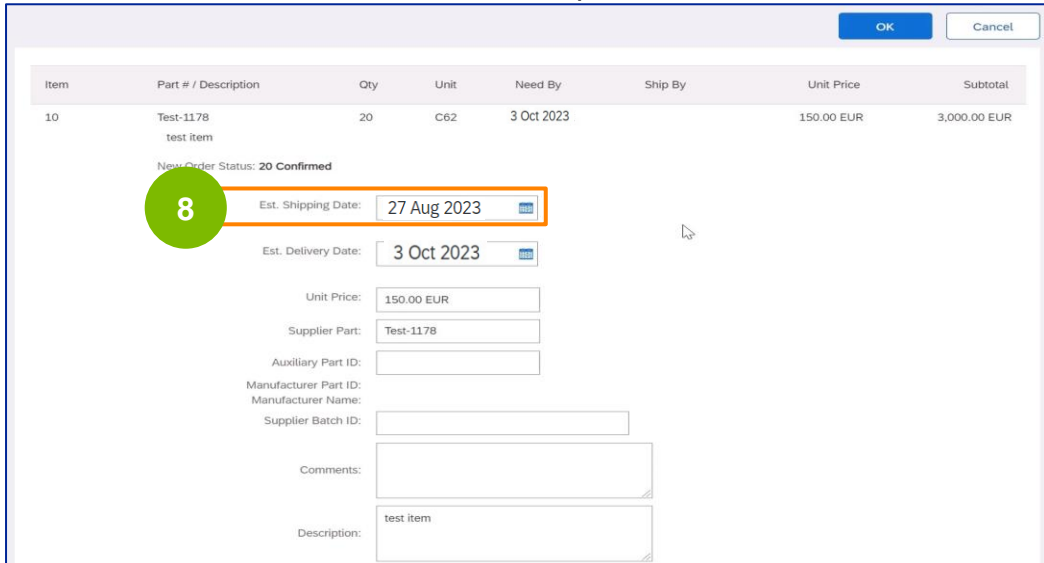


Nota: Si desea rechazar una partida, debe seleccionar un motivo de rechazo y añadir comentarios descriptivos.

Actualización de un pedido de material por partidas individuales

Aparecerán los detalles de la línea con los datos actualizados. Introduzca la fecha de envío en el campo **Fecha estimada de envío**. También puede añadir detalles adicionales como Precio unitario, Pieza del proveedor o comentarios adicionales.

8



Item	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
10	Test-1178 test item	20	C62	3 Oct 2023		150.00 EUR	3,000.00 EUR

New Order Status: 20 Confirmed

Est. Shipping Date: 27 Aug 2023

Est. Delivery Date: 3 Oct 2023

Unit Price: 150.00 EUR

Supplier Part: Test-1178

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Supplier Batch ID:

Comments:

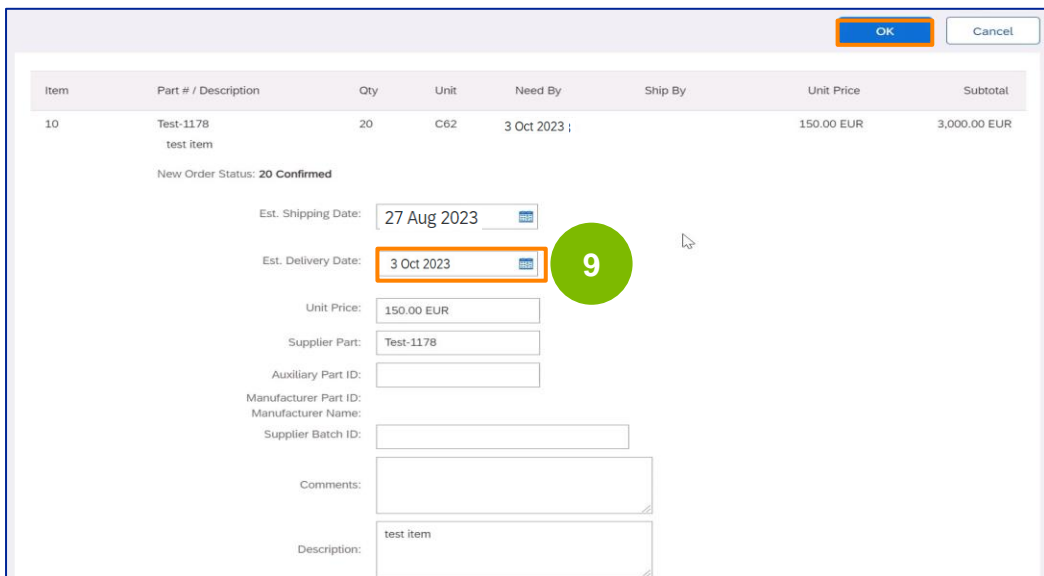
Description: test item



Nota: Esta pantalla será diferente si desea añadir pedidos pendientes o rechazar el pedido.

9

Introduzca la Fecha de entrega en el campo **Fecha estimada de entrega** y pulse el botón **Aceptar** para confirmar los detalles y volver a la página Pedido.



Item	Part # / Description	Qty	Unit	Need By	Ship By	Unit Price	Subtotal
10	Test-1178 test item	20	C62	3 Oct 2023 ;		150.00 EUR	3,000.00 EUR

New Order Status: 20 Confirmed

Est. Shipping Date: 27 Aug 2023

Est. Delivery Date: 3 Oct 2023

Unit Price: 150.00 EUR

Supplier Part: Test-1178

Auxiliary Part ID:

Manufacturer Part ID:

Manufacturer Name:

Supplier Batch ID:

Comments:

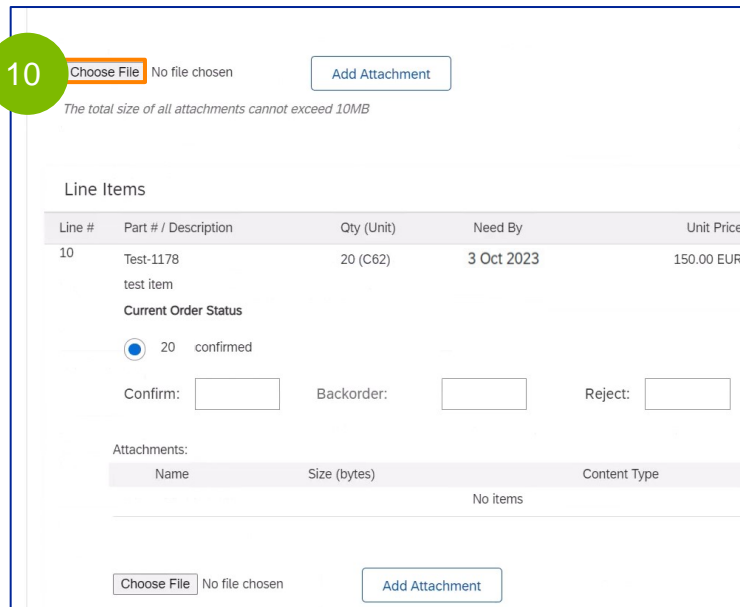
Description: test item

Actualización de un pedido de material por partidas individuales

10

Opcional: Puede añadir archivos adjuntos a nivel de Encabezado o a nivel de Línea.

Haga clic en el botón **Elegir archivo** para añadir un archivo adjunto.



10 Choose File No file chosen Add Attachment

The total size of all attachments cannot exceed 10MB

Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price
10	Test-1178 test item	20 (C62)	3 Oct 2023	150.00 EUR

Current Order Status

20 confirmed

Confirm: Backorder: Reject:

Attachments:

Name	Size (bytes)	Content Type
No items		

Choose File No file chosen Add Attachment



Nota: Los archivos adjuntos son sólo para fines de repositorio y no se envían a los compradores.

11

Haga clic en el botón **Siguiente** para ir a la página de Confirmación de revisión.

27 Aug 2023

50 Backordered (Estimated Shipment Date: 27 Aug 2021; Estimated Delivery Date: 3 Oct 2023)

Confirm: Backorder: Reject: Details ⓘ

Attachments:

Name	Size (bytes)	Content Type
No items		

Choose File No file chosen Add Attachment

The total size of all attachments cannot exceed 10MB

↳ Confirm All ⓘ

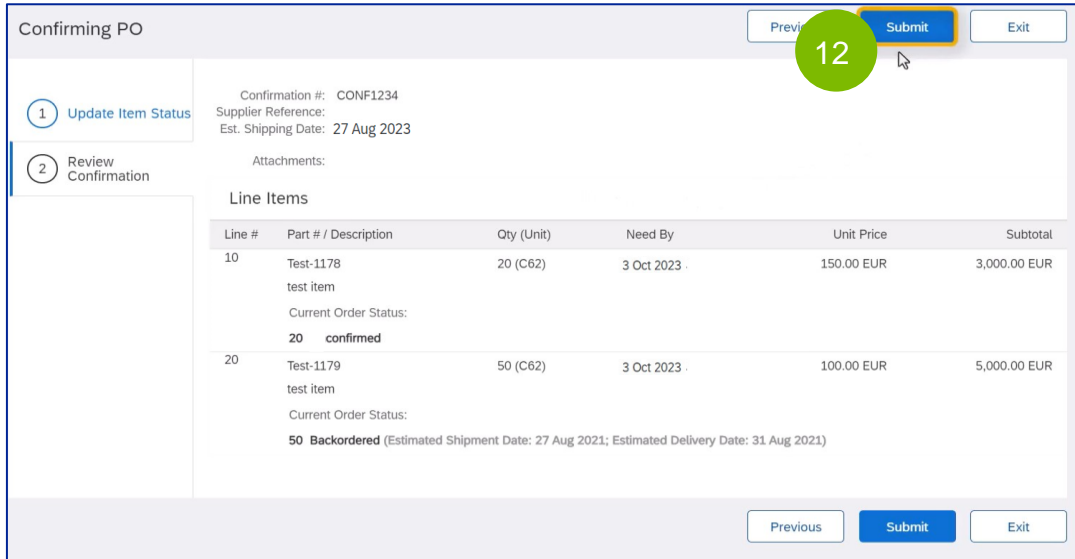
Exit **Next**

11

Actualización de un pedido de material por partidas individuales

12

Aparecerá la página Revisar Confirmación de Pedido, tómese un tiempo para revisar los detalles del Pedido de Compra. Si todos los detalles son correctos, haga clic en el botón **Enviar** para confirmar la Orden de Compra.



Confirming PO

Confirmation #: CONF1234
Supplier Reference:
Est. Shipping Date: 27 Aug 2023

Attachments:

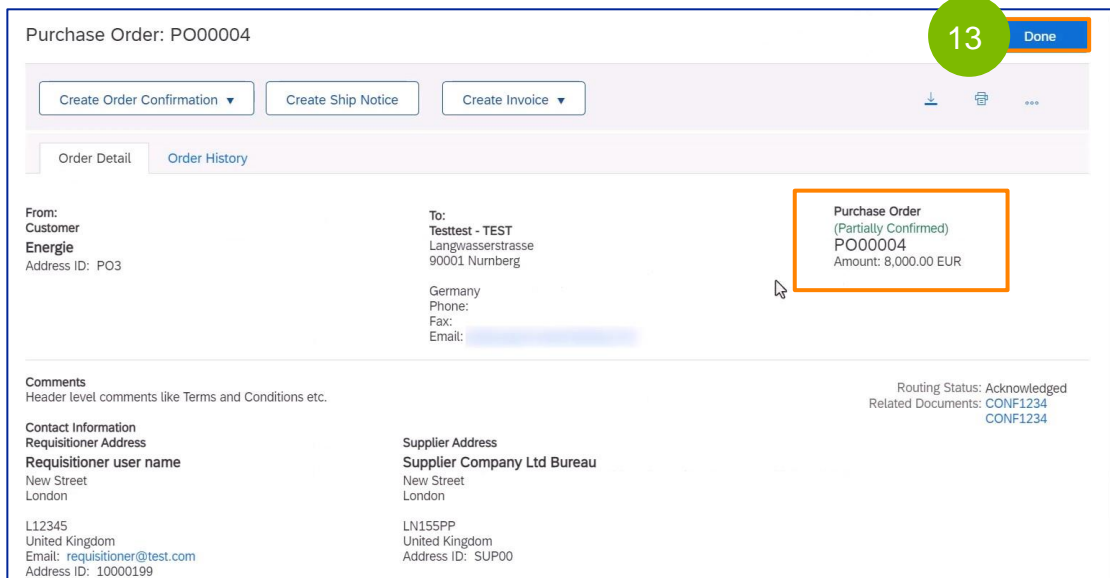
Line Items

Line #	Part # / Description	Qty (Unit)	Need By	Unit Price	Subtotal
10	Test-1178 test item	20 (C62)	3 Oct 2023	150.00 EUR	3,000.00 EUR
Current Order Status: 20 confirmed					
20	Test-1179 test item	50 (C62)	3 Oct 2023	100.00 EUR	5,000.00 EUR
Current Order Status: 50 Backordered (Estimated Shipment Date: 27 Aug 2021; Estimated Delivery Date: 31 Aug 2021)					

Previous Submit Exit

13

Se le redirigirá a su pedido de compra, que ahora mostrará que el pedido está confirmado.



Purchase Order: PO00004

Create Order Confirmation Create Ship Notice Create Invoice

Order Detail Order History

From: Customer
Energie
Address ID: PO3

To: Testtest - TEST
Langwasserstrasse
90001 Nurnberg
Germany
Phone:
Fax:
Email:

Purchase Order
(Partially Confirmed)
PO00004
Amount: 8,000.00 EUR

Comments
Header level comments like Terms and Conditions etc.

Routing Status: Acknowledged
Related Documents: CONF1234
CONF1234

Contact Information
Requisitioner Address
Requisitioner user name
New Street
London
L12345
United Kingdom
Email: requisitioner@test.com
Address ID: 10000199

Supplier Address
Supplier Company Ltd Bureau
New Street
London
LN155PP
United Kingdom
Address ID: SUP00

Done

Actualización de un pedido de material por partidas individuales

Purchase Order: PO00004 Done

Create Order Confirmation ▾ Create Ship Notice Create Invoice ▾ ↓ 📄 ...

Order Detail Order History


From: Customer Energie Address ID: PO3	To: Testtest - TEST Langwasserstrasse 90001 Nurnberg Germany Phone: Fax: Email:	Purchase Order (Partially Confirmed) PO00004 Amount: 8,000.00 EUR
---	--	--

Comments
Header level comments like Terms and Conditions etc.

Contact Information
Requisitioner Address
Requisitioner user name
New Street
London
L12345
United Kingdom
Email: requisitioner@test.com
Address ID: 10000199

Supplier Address
Supplier Company Ltd Bureau
New Street
London
LN155PP
United Kingdom
Address ID: SUP00

Routing Status: Acknowledged
Related Documents: CONF1234
CONF1234

 **Nota:** Todos los documentos creados a partir del pedido se mostrarán en la sección Documentos relacionados.

Cualquier partida que requiera una acción (es decir, rechazada) será devuelta en una nueva versión de la orden de compra que deberá ser revisada y reconfirmada por LyondellBasell.



Gracias