SUPPLIER PORTAL
USER MANUAL

INDEX

SUPPLIER PORTAL ACCESS

In order to access the Ariba Network supplier portal, you have to enter your username and password on the home page that can be accessed at the following link:

https://service.ariba.com/Supplier.aw/124999050/aw?awh=r&awssk=7NTBg9Oj&dard=1

HOME PAGE

By entering the home page you will have an overview of your company's situation with respect to Veolia.
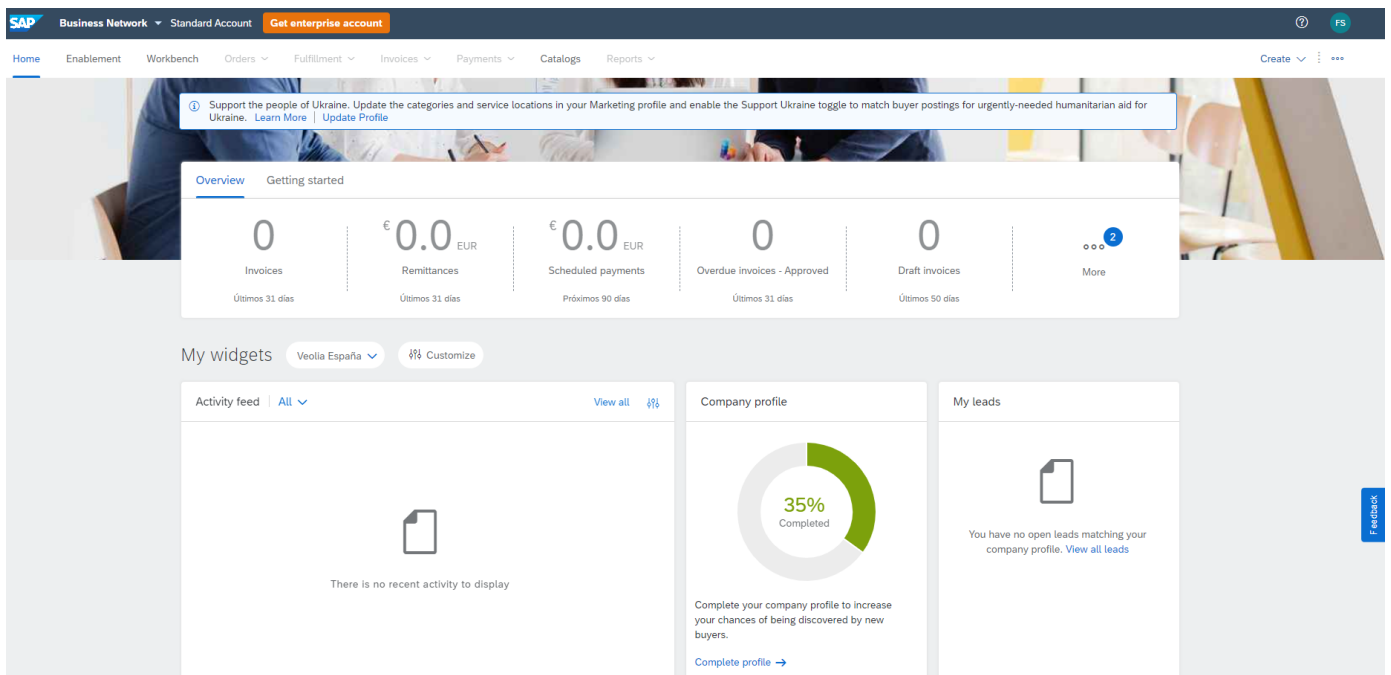

The first time you log in, no data will be displayed. It is necessary to customize the page to display the status of your invoices, due dates and issued remittances.
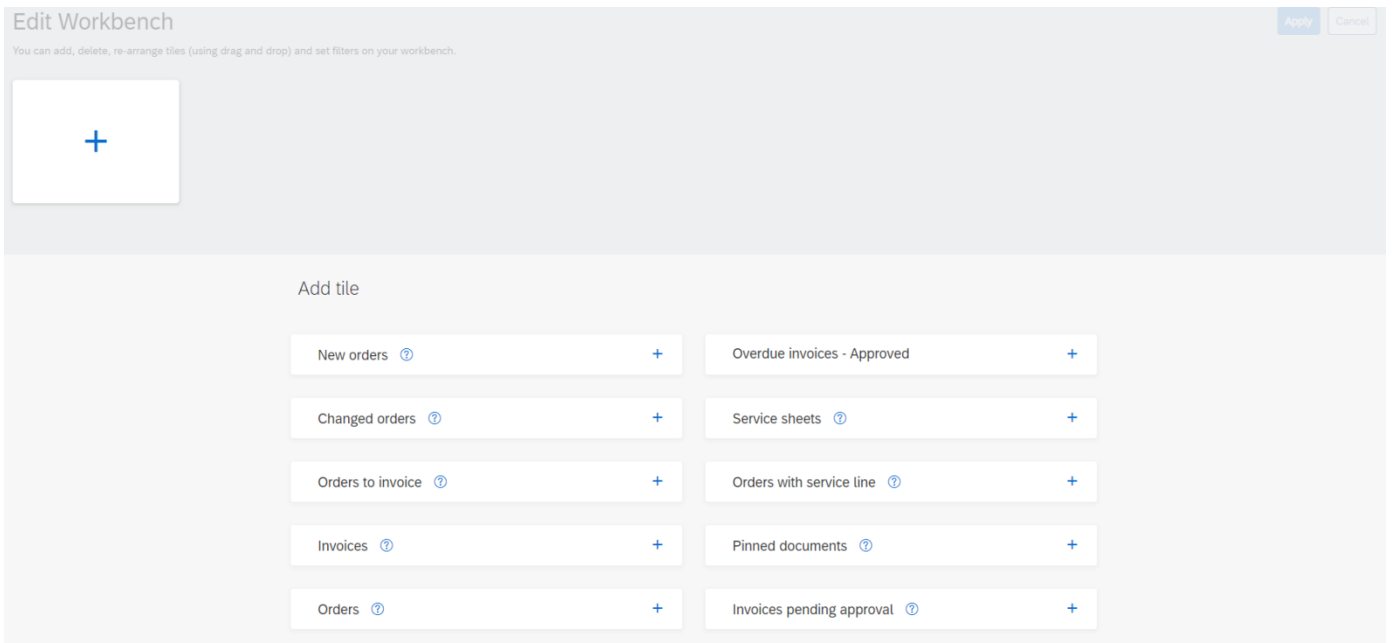
CUSTOMIZE WORKBENCH

It is necessary to customize the workbench to be able to access all the information. To do so, you have to access from the tab "Workbench" at the top of the page.
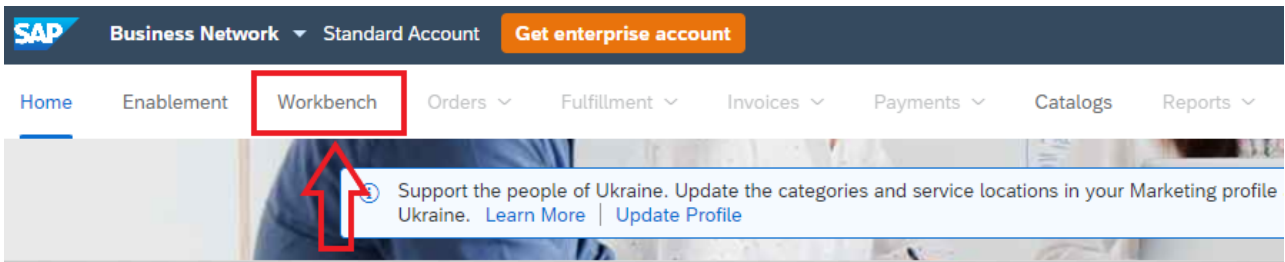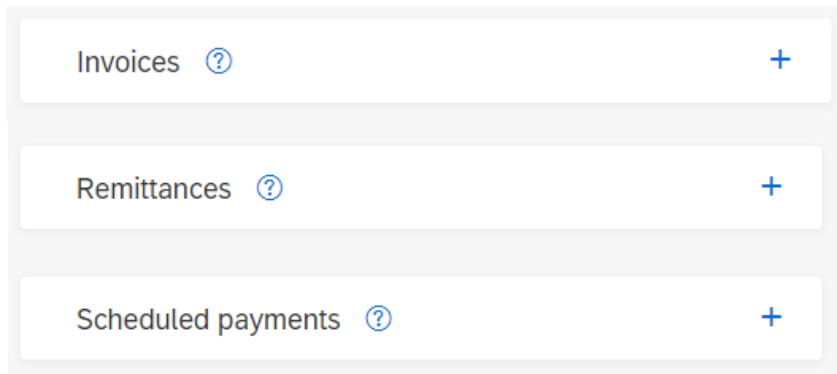

You can customize it by clicking on "Customize" or on the "+" symbol.
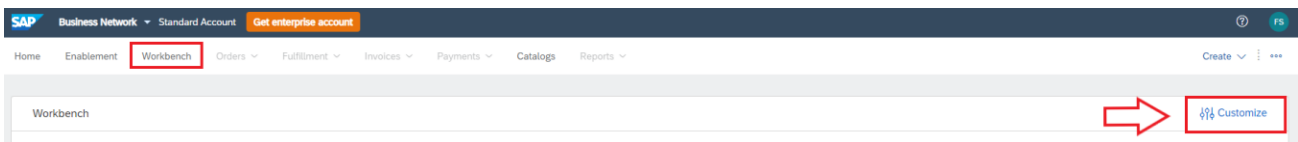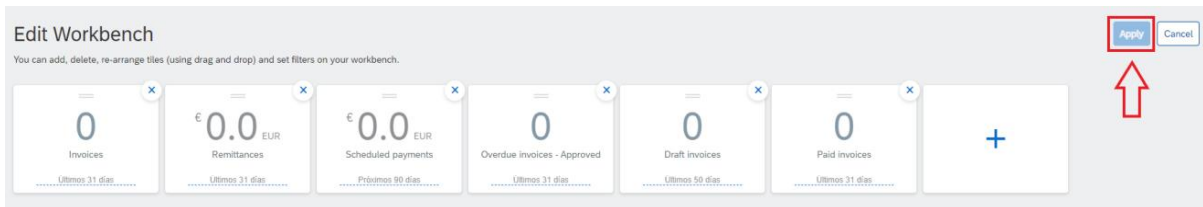

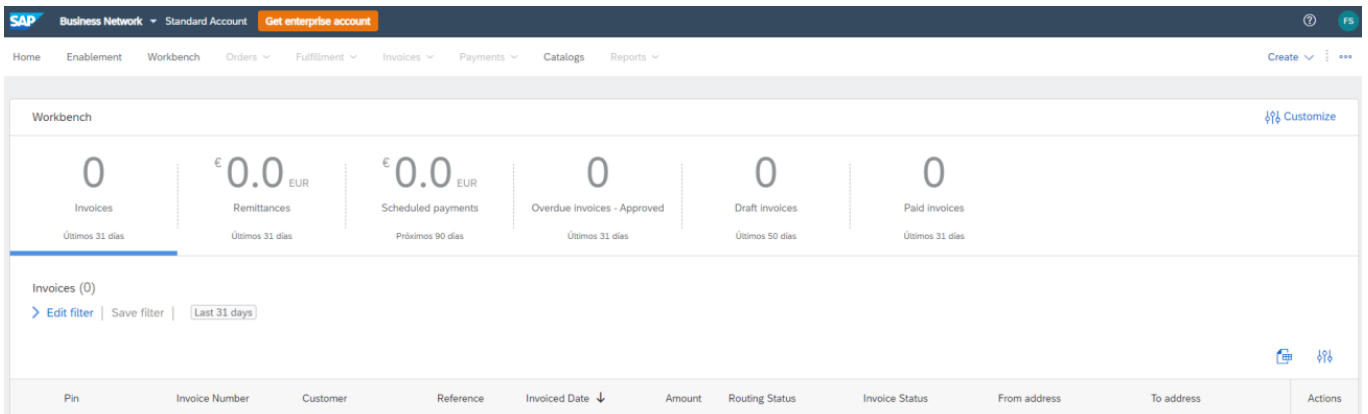By doing so, you access the following menu:

In order to view the status of your invoices, scheduled payments and remittances issued by Veolia, you must add to your workbench the tabs concerning invoices, scheduled payments and remittances by clicking on "+".
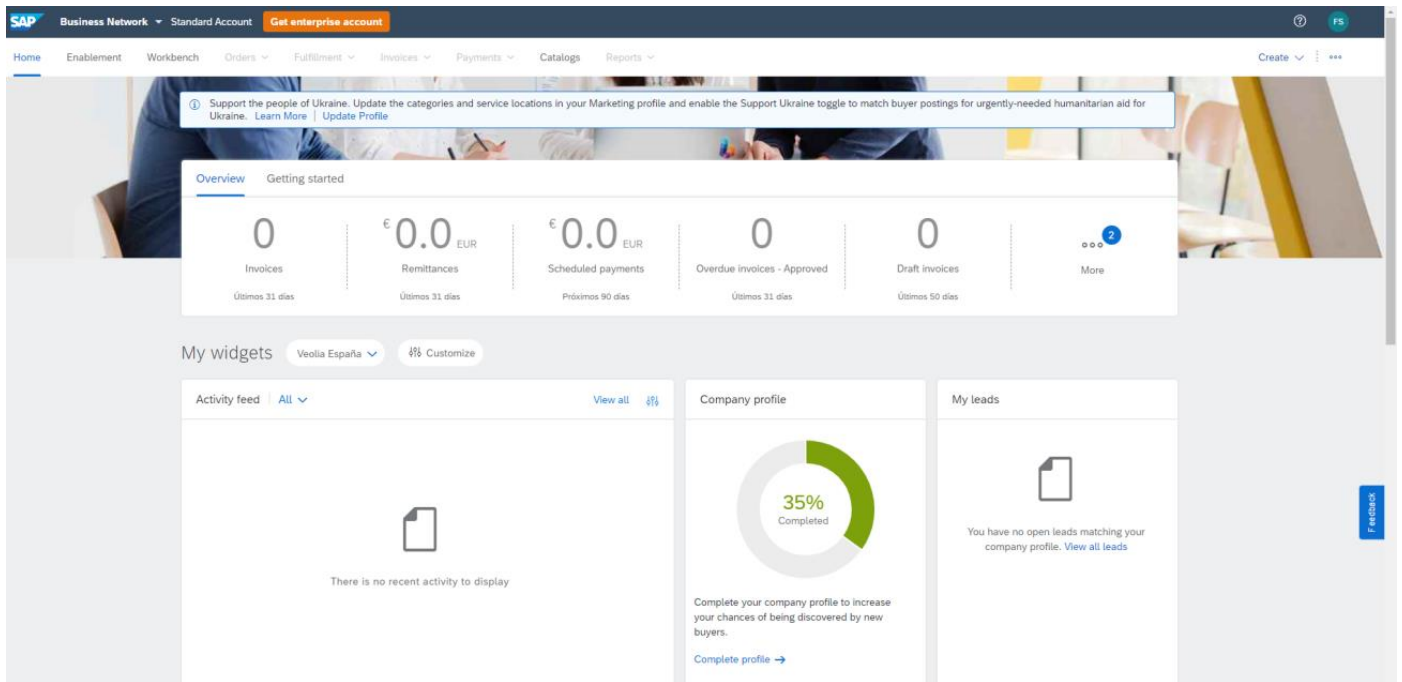

Then click on Apply.

The workbench will then show as follows below:

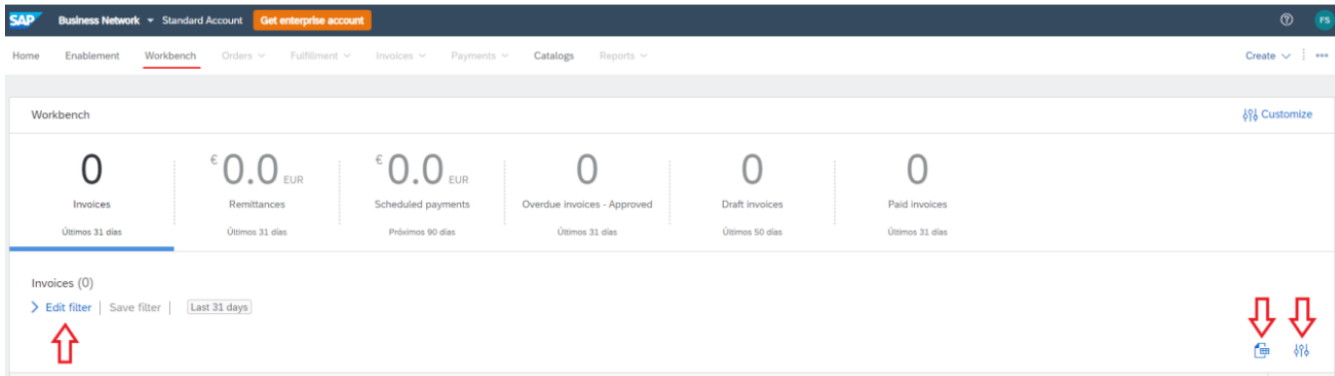Having added the tabs, your home page will show already customized:
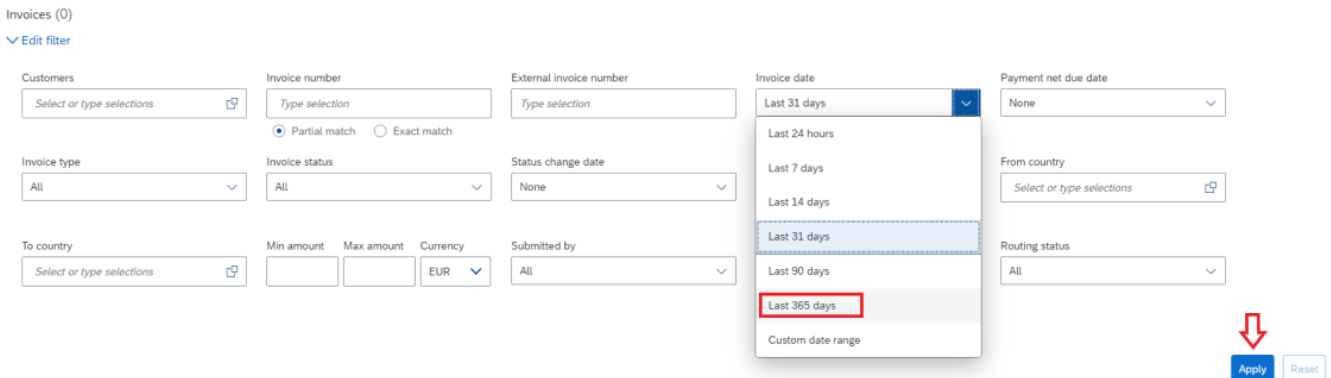
WORKBENCH

Once you have the workbench defined, you can customize each tab. In each tab there are 3 icons:
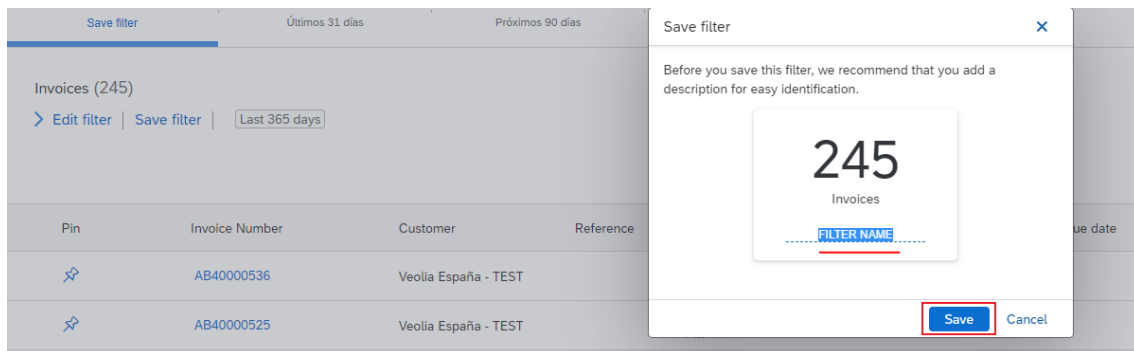

1.- Edit filter:

You can edit the filters as needed and access the information with predetermined periods, or customize a date range. Once edited, click on Apply.

There is also the possibility to save predefined filters:

2.- Export:

Exports the information to an Excel file.

3.- Settings:

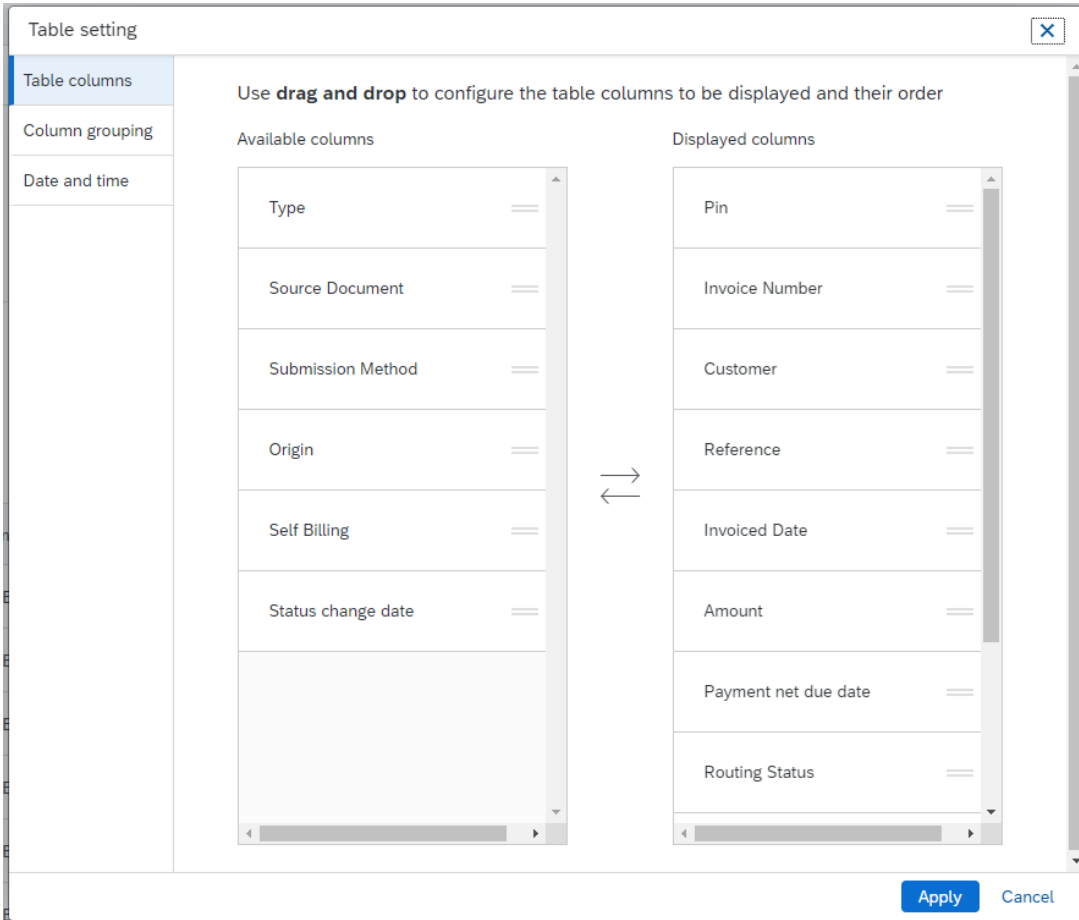You can add, remove or move columns of your table, add date, etc.

a) INVOICES

In this tab you can see the invoices received by Veolia and their status.

- It is recommended to customize the filter to see all the information you want: dates, status, etc.

b) SCHEDULED PAYMENTS

In this tab you can see the due dates of the invoices already approved and available for payment: amounts, remaining days, etc.

The fields in blue indicate that you can navigate through them:

- Clicking on the invoice will access all the invoice information as if you were accessing from the invoice tab itself.
- Clicking on the payment proposal will access a menu where you can see:
  * The invoice details.
  * The timeline with all the invoice processed steps.
  * History.

Payment timeline

Invoice Approved	Today	Original Due Date
Payment Proposal Received	12 days before maturity	24 Sep 2022
7 Jul 2022	12 Sep 2022	

Invoice Created
5.04 EUR
4 Jul 2022

Payment history

Status	Comments	Change by	Date and time
	Payment proposal 11111111H-2022-20221250 was received.	PropogationProcessor-125040046	Jul 7, 2022, 11:39:17 PM

NOTES:

1.- Ariba has a large quantity of invoice status available by default that Veolia does not use.

To see your information clearly and easily, it is recommended that you leave the filter settled with only the "scheduled" and "paid" status.

2.- In the "method" column you can see the invoice payment method.

If the payment has not been issued, the default method status will be "other" and the status "scheduled".

If the payment has been issued, the status will be "paid", the method that the invoice was settled will be displayed, and in the "settlement date" column you can see the due date of the issued payment.

c) REMITTANCES

In this tab you will find all the information about the payment orders issued by Veolia.

Customer	Routing Status	Transaction ↑	Payment Date	Reference Number	Gross	Status	Net	Method
Veolia España - TEST	Sent	1204231135	Sep 15, 2021	BBVA-INVA421321321	€14.52 EUR	Paid	€14.52 EUR	Wire
Veolia España - TEST	Sent	1204231961	Sep 15, 2021	BBVA-REME_PAYA52131241-8200	€14.52 EUR	Paid	€14.52 EUR	Wire
Veolia España - TEST	Sent	1204243426	Oct 15, 2021	15BKBK1506-OP21_00010	€120.15 EUR	Paid	€120.15 EUR	Wire
Veolia España - TEST	Sent	1204425073	Mar 25, 2022	01BSAB6869-OP21_00060	€550.15 EUR	Paid	€550.15 EUR	Wire
Veolia España - TEST	Sent	1204425074	Jul 25, 2022	01CAIX5407-OP21_00064	€939.50 EUR	Paid	€939.50 EUR	Wire
Veolia España - TEST	Sent	1204425075	Aug 25, 2022	01BKBK9105-OP21_00065	€191.28 EUR	Paid	€191.28 EUR	Wire
Veolia España - TEST	Sent	1204425076	Jun 25, 2022	01BSCH3271-OP21_00063	€2,035.34 EUR	Paid	€2,035.34 EUR	Wire

In the "Reference number" column you can see the bank which issue the payment.

The "Document clearing" payment method means that the invoice, usually, was cleared with a credit note and no payment remittance was issued.

By accessing the transaction number you can see all the details of the issued remittance:

- Invoices and credit notes included and their amounts.
- Total of the remittance and due date.
- Payment method.