

SUPPLIER PORTAL USER MANUAL





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SUPPLIER PORTAL ACCESS

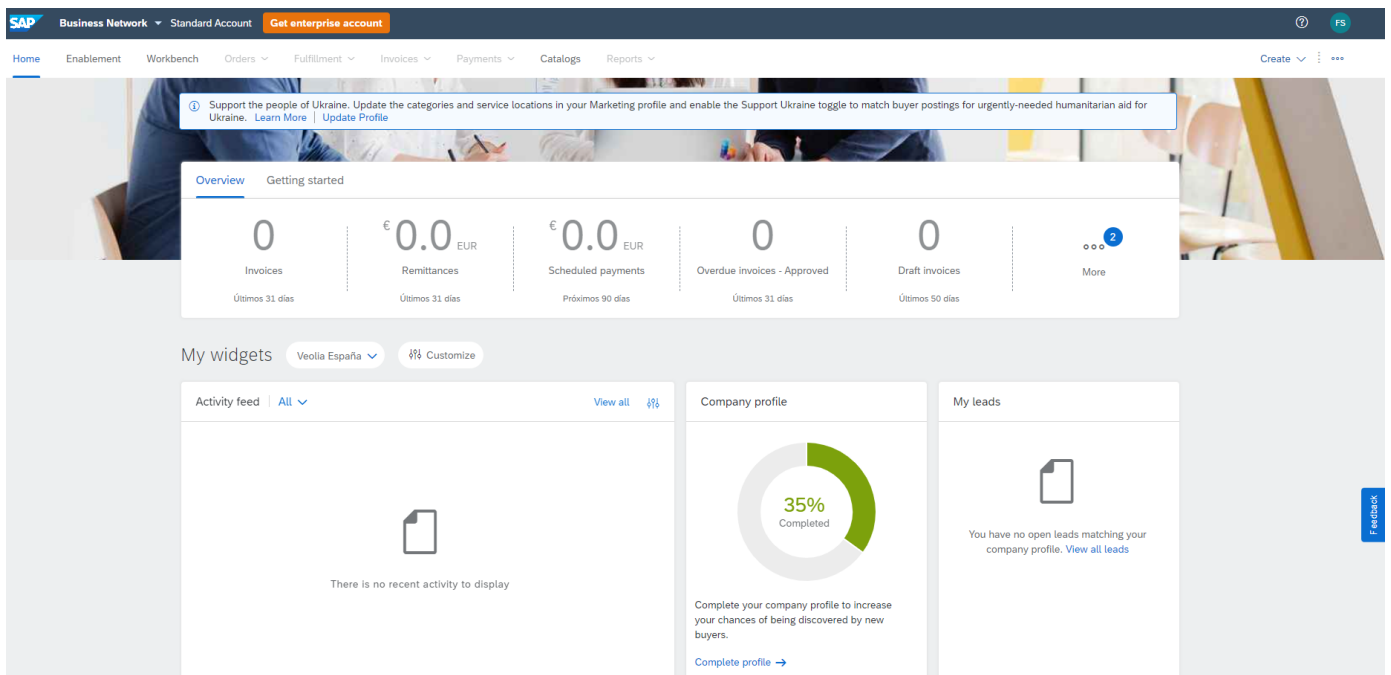
In order to access the Ariba Network supplier portal, you have to enter your username and password on the home page that can be accessed at the following link:

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

The screenshot displays the SAP Business Network Supplier Login interface. At the top left, the SAP logo and 'Business Network' are visible. The main content area is divided into two sections. On the left, under the heading 'Supplier Login', there are two input fields for 'User Name' and 'Password', followed by a blue 'Login' button and a link for 'Forgot Username or Password'. Below this is a section for 'New to SAP Business Network?' with links for 'Register Now' and 'Learn More'. On the right, a promotional banner for a 'Supplier Connection Webinar 2022 - September 20' features a photo of people in a meeting and a 'Learn More' button. The footer contains the text 'Supported browsers and plugins', the SAP logo, copyright information, and links for 'Privacy Statement', 'Security Disclosure', and 'Terms of Use'.

HOME PAGE

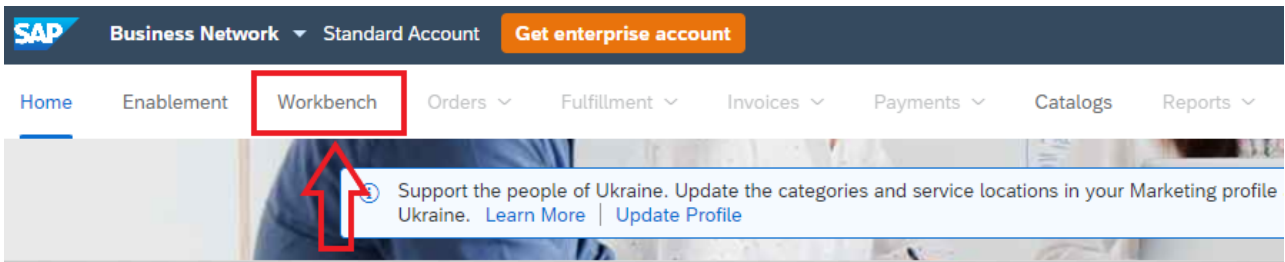
By entering the home page you will have an overview of your company's situation with respect to Veolia.



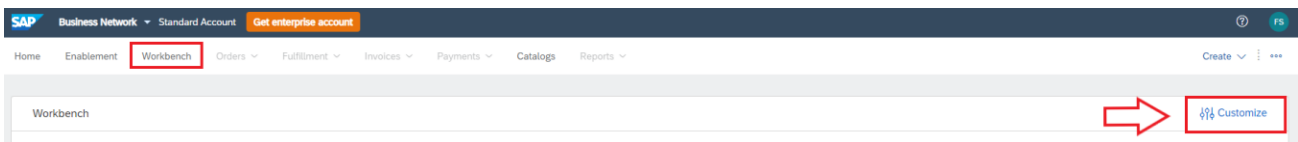
The first time you log in, no data will be displayed. It is necessary to customize the page to display the status of your invoices, due dates and issued remittances.

CUSTOMIZE WORKBENCH

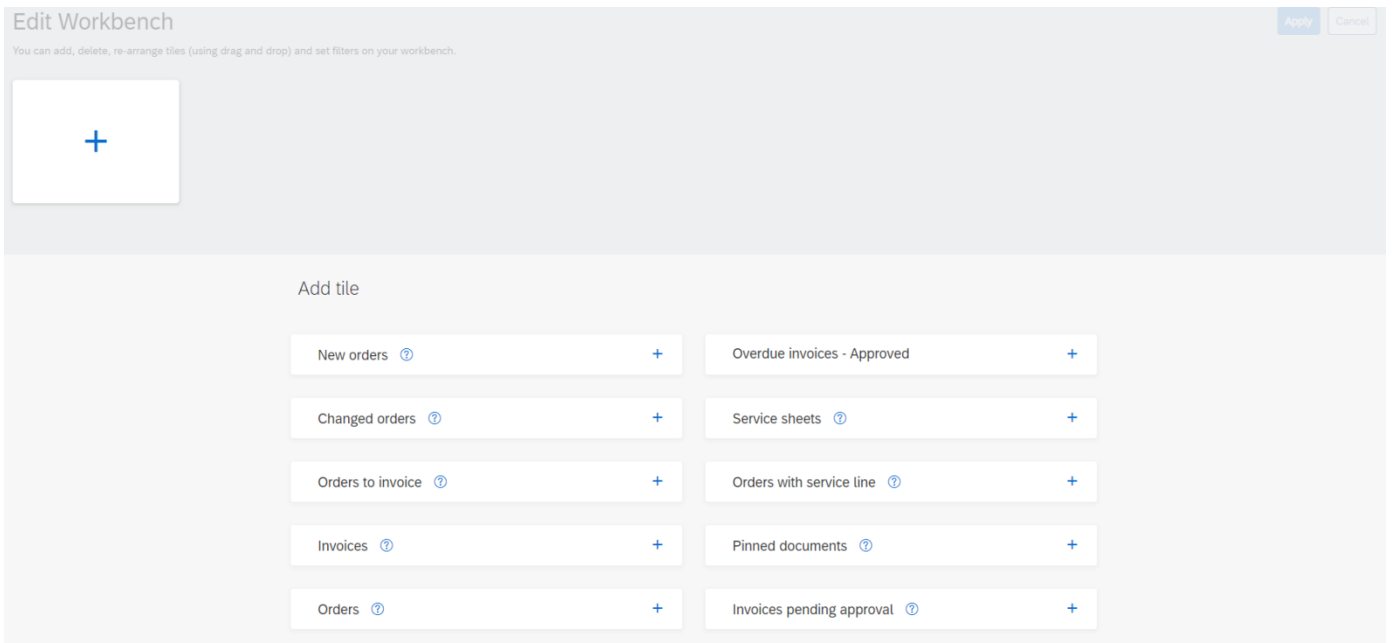
It is necessary to customize the workbench to be able to access all the information. To do so, you have to access from the tab "Workbench" at the top of the page.



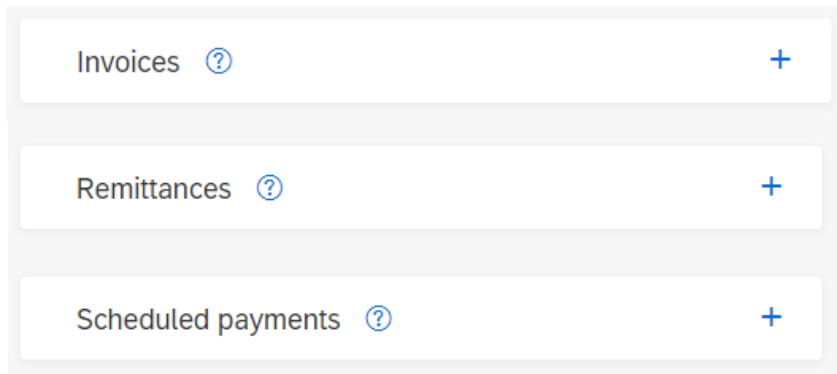
You can customize it by clicking on "Customize" or on the "+" symbol.



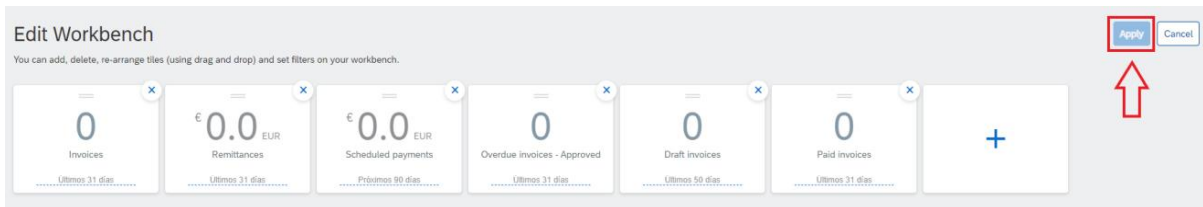
By doing so, you access the following menu:



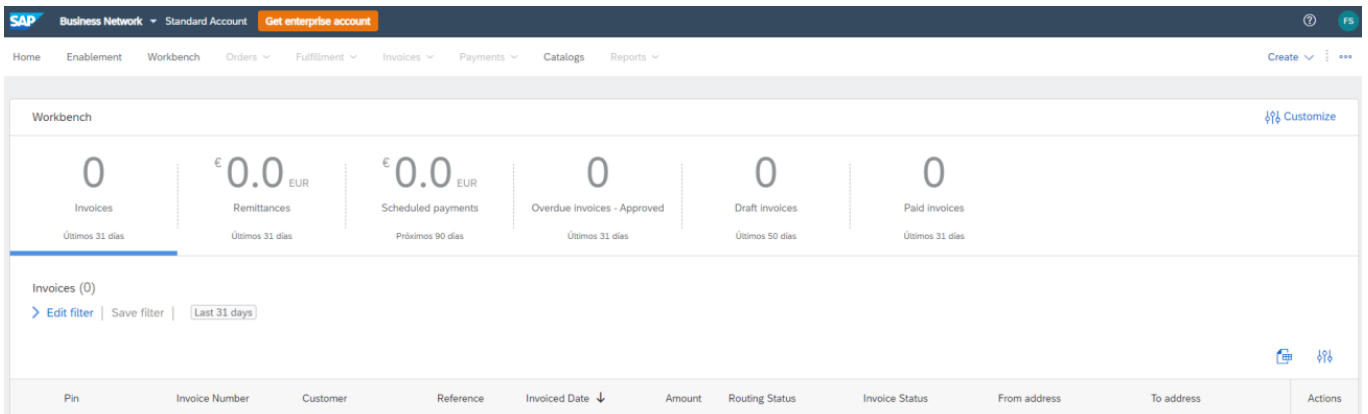
In order to view the status of your invoices, scheduled payments and remittances issued by Veolia, you must add to your workbench the tabs concerning invoices, scheduled payments and remittances by clicking on “+”.



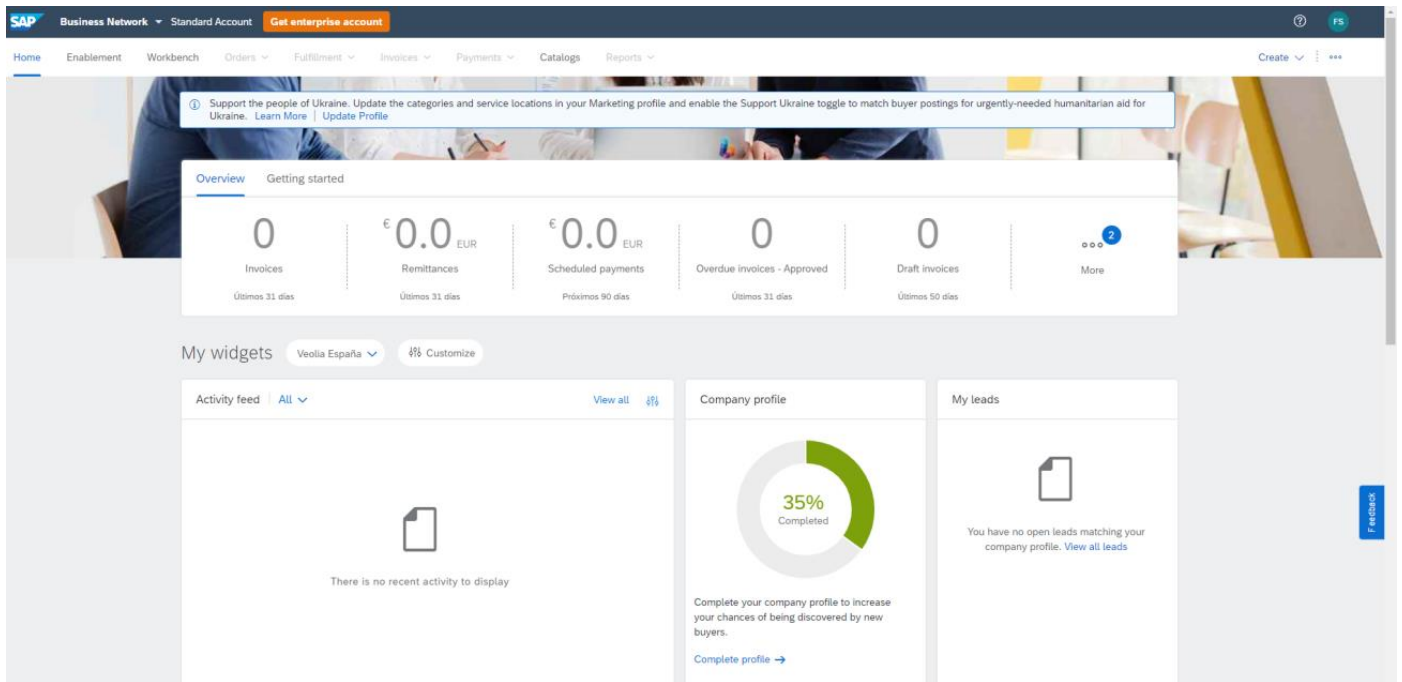
Then click on Apply.



The workbench will then show as follows below:

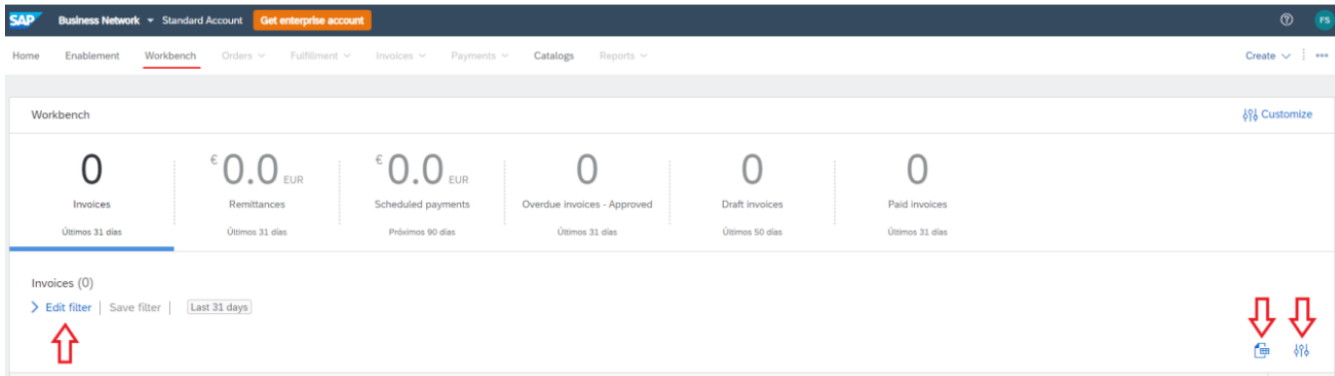


Having added the tabs, your home page will show already customized:



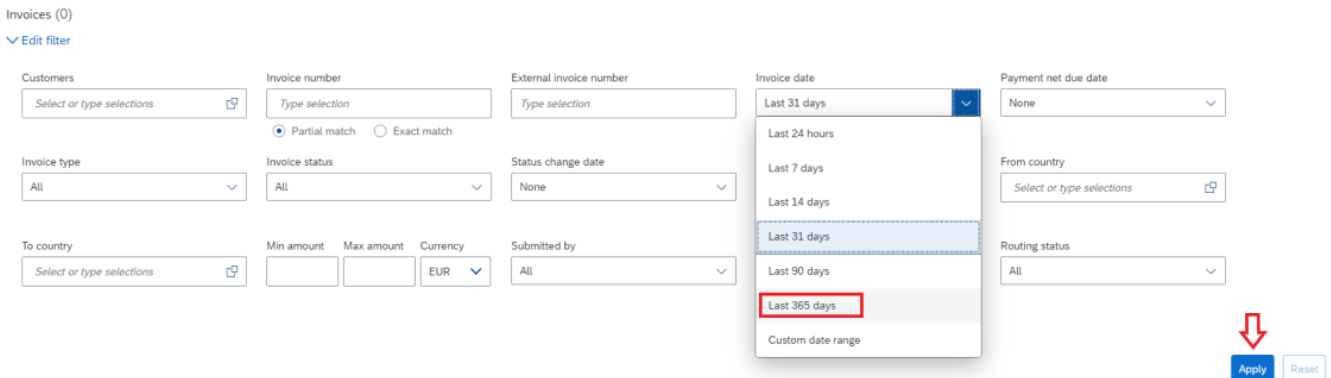
WORKBENCH

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

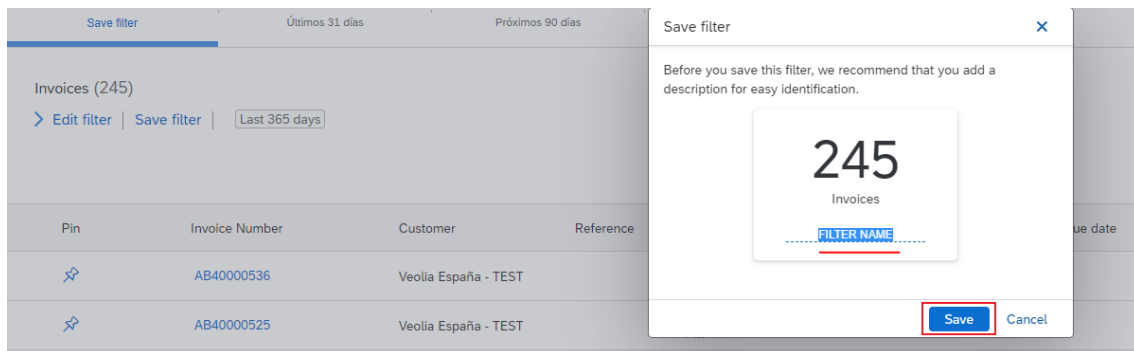


1.- Edit filter:

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.

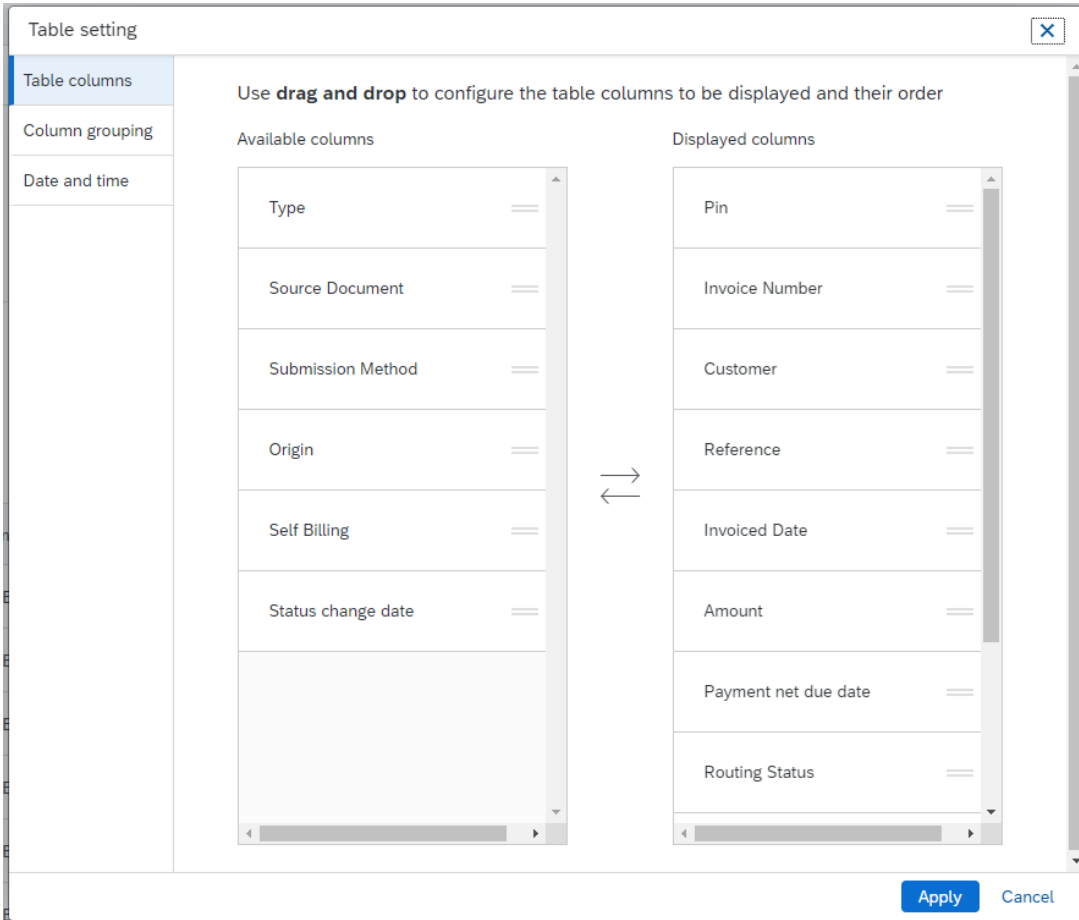


Table setting

Table columns

Column grouping

Date and time

Use **drag and drop** to configure the table columns to be displayed and their order

Available columns

- Type
- Source Document
- Submission Method
- Origin
- Self Billing
- Status change date

Displayed columns

- Pin
- Invoice Number
- Customer
- Reference
- Invoiced Date
- Amount
- Payment net due date
- Routing Status

Apply Cancel

a) INVOICES

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

Invoices (245)

> Edit filter | Save filter | Last 365 days

Pin	Invoice Number	Customer	Reference	Invoiced Date ↓	Amount	Payment net due date	Routing Status	Invoice Status	From address	Actions
✕	AB40000536	Veolia España - TEST		Aug 9, 2022, 12:30:00 PM	€-1,333.01 EUR		Acknowledged	Approved		...
✕	AB40000525	Veolia España - TEST		Aug 9, 2022, 12:30:00 PM	€-1,322.01 EUR		Acknowledged	Approved		...
✕	FA30000534	Veolia España - TEST		Aug 9, 2022, 12:30:00 PM	€1,333.01 EUR		Acknowledged	Approved		...
✕	FA30000523	Veolia España - TEST		Aug 9, 2022, 12:30:00 PM	€1,322.01 EUR		Acknowledged	Approved		...
✕	AB20000451	Veolia España - TEST		Aug 9, 2022, 12:30:00 PM	€-1,155.01 EUR		Acknowledged	Rejected		...
✕	FA10000341	Veolia España - TEST		Aug 9, 2022, 12:30:00 PM	€1,144.01 EUR		Acknowledged	Rejected		...
✕	AB20000440	Veolia España - TEST		Aug 9, 2022, 12:30:00 PM	€-1,144.01 EUR		Acknowledged	Sent		...

- 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.

Scheduled payments (35)

> Edit filter | Save filter | Next 90 days

Invoice ↑	Payment Proposal	Customer	Method	Status	Scheduled Payment Date	Settlement Date	Remaining Days	Amount Due	Early Pay Status
20221250	11111111H-2022-20221250	Veolia España - TEST	Other	Scheduled	Sep 24, 2022		12	€6.10 EUR	Not Eligible
20221251	11111111H-2022-20221251	Veolia España - TEST	Wire	Paid	Sep 24, 2022	Aug 15, 2022	0	€71.27 EUR	Not Eligible
20221252	11111111H-2022-20221252	Veolia España - TEST	Other	Scheduled	Sep 24, 2022		12	€35.63 EUR	Not Eligible
20221312	11111111H-2022-20221312	Veolia España - TEST	Wire	Paid	Sep 24, 2022	Aug 15, 2022	0	€38.48 EUR	Not Eligible
20221414	11111111H-2022-20221414	Veolia España - TEST	Other	Scheduled	Sep 24, 2022		12	€59.77 EUR	Not Eligible

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.



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.

Scheduled payments (35)

Edit filter

Customers: Select or type selections

Invoice number: Type Selection

Payment proposal ID: Type selection

Payment date range: Next 90 days

Status: Include

Method: All

Min amount: Max amount: Currency: EUR

Partial match / Exact match

Status dropdown: Paid x | Select

- Scheduling
- Scheduled
- On Hold
- Processing
- Paid
- Failed
- Canceled

Apply Reset Cancel

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-INV4421321321	€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.

Remittance Advice: 1204425074

Done

Print Export cXML Download CSV

Detail History

From
Veolia España - TEST
PAYER: Veolia España - TEST
(Show Payer Details)

To
Veolia España - TEST
PAYEE: Veolia España - TEST
(Show Payee Details)

REMITTANCE ADVICE
1204425074 (Paid)
Gross Amount: 939.50 EUR
Withholding Tax: (0.00 EUR)
Amount Paid: 939.50 EUR
Estimated Settlement on 25 Jul 2022

Payment Detail

Payment Method: **Wire**
Reference Number: **01CAIX5407-OP21_00064** ⓘ
Related Payment: **1204425074** ⓘ
Identified Differences: **None**

Routing Status: **Sent**
Transaction Date: **4 Oct 2021**

ADDITIONAL INFORMATION ⓘ

Line Items (3)

Line #	Payable Reference	Gross Amount	Discount	Withholding Tax	Adjustment	Net Amount Paid	Scheduled Payment
1	Invoice: 3REM7 (Show Details)	170.37 EUR			\$0.00 USD	170.37 EUR	11111111H-2021-3REM7
2	Invoice: 2REM7 (Show Details)	410.49 EUR			\$0.00 USD	410.49 EUR	11111111H-2021-2REM7
3	Invoice: 1REM7 (Show Details)	358.64 EUR			\$0.00 USD	358.64 EUR	11111111H-2021-1REM7

Gross Amount: 939.50 EUR
Discount Applied: (0.00 EUR)
Withholding Tax: (0.00 EUR)
Adjustment: (0.00 EUR)
Amount Paid: 939.50 EUR